

# CITY OF STEINBACH

Tuesday  
January 20, 2026

COUNCIL MEETING  
7:30 p.m.

## MISSION STATEMENT

*"Steinbach is a clean, safe and vibrant community that values tradition and prosperity.  
Our mission is to continue to preserve the quality of life Steinbach is known  
for while effectively managing its growth and resources."*

# CITY OF STEINBACH

Tuesday, January 20, 2026  
Regular Council Meeting 7:30 p.m.

## AGENDA

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1. Call to Order
2. Opening - Councillor S. Penner
3. Adopt Agenda
4. Minutes of January 6, 2026 Regular Council Meeting pg. 1
5. Business arising from Minutes
6. Public Hearing 7:35 p.m.
7. Delegation 7:45 p.m.
8. Reports & Recommendations of City Manager
  - A. Library Regionalization pg. 4
  - B. Land Purchase  
Re: 148 Hanover Road East pg. 63
9. Administration
  - A. Accounts Payable back
  - B. Rezoning By-Law 2266  
Re: 635 & 641 Main Street (3<sup>rd</sup> reading) pg. 76
  - C. Designate Tax Sale Year - 2021(resolution) pg. 86
  - D. Appoint Tax Sale Manager (resolution) pg. 87
  - E. Zoning By-Law 2245 (3<sup>rd</sup> reading) pg. 88
  - F. Excavator Licence pg. 105
  - G. Building Permits (December 2025) pg. 106
  - H. Municipal Board Order (resolution)  
Re: Assessment Appeal - Barkman Concrete Ltd. pg. 107
  - I. 2025 Lottery Licences pg. 112
10. Council Question Period
11. Correspondence & Petitions
  - A. Jake Epp Library  
Re: Minutes of November 19, 2025 pg. 113
  - B. Manitoba Transportation and Infrastructure  
Emergency Management Organization  
Re: Disaster Financial Assistance request pg. 115
12. Other Business
13. Adjournment

Next Regular Council meeting Tuesday, February 3, 2026 7:30 p.m.

CITY OF STEINBACH  
Regular Council Meeting  
January 6, 2026

MINUTES

1. Minutes of the Regular Council Meeting of City of Steinbach Council held on Tuesday, January 6, 2026, at City of Steinbach Council Chambers.

2. Mayor Earl Funk called the meeting to order at 7:30 p.m., with the following members of Council present: Councillors Jake Hiebert, Susan Penner, Michael Zwaagstra, Damian Penner, Jac Siemens & Bill Hiebert. Also present: City Manager, Troy Warkentin, Senior Manager, Corporate Services, Adam Thiessen and City Clerk, Amanda Dubois.

3. Mayor Earl Funk opened the meeting.

R26-001 4. Councillor D. Penner, Councillor J. Hiebert RESOLVED that the agenda be adopted as amended.

Remove: Item 9C Zoning By-Law 2245 (3<sup>rd</sup> reading)

Add: Item 12A Proposed Operating Agreement between Steinbach Source for Sports and the Southeast Events Group Inc.

-Un. Carried-

R26-002 5. Councillor B. Hiebert, Councillor M. Zwaagstra RESOLVED that the minutes of December 16, 2025 Regular Council Meeting be approved.

-Un. Carried-

6. Council meeting recessed and Public Hearing was called to order at 7:43 p.m., by Mayor Earl Funk. Public Hearing was to consider Conditional Use CU-2025-06 and Variance V-2025-38.

Conditional Use CU-2025-06 & Variance V-2025-38

Owner: LT Neufeld Holdings Ltd.

Applicant: Three Way Builders Ltd.

Civic Address: 31 Loewen Boulevard

Legal: Desc. Part of Lots 8 & 9, Plan 5634

Purpose of Conditional Use CU-2025-06: To allow a mixed-use commercial/multi-family development within the "C3" Commercial Corridor Zone.

Purpose of Variance V-2025-38: To allow a west side yard setback of five feet whereas the minimum setback required in the "C3" Commercial Corridor Zone is fifteen feet.

6.1 Troy Warkentin, City Manager, introduced Conditional Use CU-2025-06 and Variance V-2025-38, and reported that notices pursuant to The Planning Act had been completed.

6.2 Nic Thiessen, 50 Granite Park Boulevard, on behalf of the applicant, Three Way Builders Ltd. Was present at the hearing and provided the following information:

- The development will include 33 residential units on floors 2-4 and over 10,000 sq.ft. of commercial space on the main floor.
- There is a lot of support for mixed use development, which combines commercial space with multi-family residences bringing vibrance to the community preventing empty revenue, enhancing local business while creating safer, more welcoming streetscapes. Residents benefit from nearby amenities, reduced traffic and less reliance on cars.
- The neighbourhood already includes comparable mixed-use buildings on highway 52.

6.3 There was no one present at the public hearing with questions or concerns.

6.4 There being no further discussion, Council meeting re-opened at 7:49 p.m.

R26-003 7. Councillor D. Penner, Councillor M. Zwaagstra RESOLVED that the City of Steinbach approve Conditional Use CU-2025-06, subject to the execution of a development agreement.

-Un. Carried-

8. Council meeting recessed and Public Hearing was called to order at 7:51 p.m., by Mayor Earl Funk. Public Hearing was to consider Variance V-2025-38.

9. Nic Thiessen, 50 Granite Park Boulevard, on behalf of the applicant, Three Way Builders Ltd. Was present at the hearing and provided the following information:

- Given the location and other existing structure, the request is reasonable. Many of the city's residential zonings only require four- or five-foot side yard setbacks and most commercial zones have a zero-foot side yard requirement.
- Other properties nearby such as 37 Loewen Boulevard, 77 PTH 52 West and 2 PTH 12 North all have the same zoning as 31 Loewen Boulevard and have reduced side yards.
- There will be no negative impact to the neighbourhood.

10. There was no one present at the public hearing with questions or concerns.

11. There being no further discussion, Council meeting re-opened at 7:51 p.m.

R26-004 12. Councillor M. Zwaagstra, Councillor B. Hiebert RESOLVED that the City of Steinbach approve Variance V-2025-38, subject to the execution of a development agreement.

-Un. Carried-

R26-005 13. Councillor J. Hiebert, Councillor S. Penner RESOLVED that the following accounts be approved for payment:

Accounts Payable (December 30, 2025)	\$	1,778,025.32
Bi-Weekly Pay Period No. 26 (December 17, 2025)	\$	320,983.89

-Un. Carried-

R26-006 14. Councillor B. Hiebert, Councillor J. Siemens RESOLVED that the Financial Statements ending November 30, 2025 be accepted.

-Un. Carried-

15. Correspondence from Multi-Material Stewardship Manitoba were acknowledged. Received as information.

16. Minutes of the Eastman Regional Municipal Committee South Sub-Committee of December 8, 2025 were acknowledged. Received as information.

17. Minutes of the Seine Rat Roseau Watershed District November 18, 2025 and November 21, 2025 were acknowledged. Received as information.

18. T. Warkentin introduced the proposed operating agreement between Steinbach Source for Sports and the Southeast Event Group Inc. and provided the following:

- A summary report was provided to council.
- Administration has reviewed and recommends ratifying the lease agreement subject to all parties entering into the attached Memorandum of Understanding.

19. Councillor J. Siemens, Councillor D. Penner RESOLVED that the City of Steinbach ratify the lease agreement as presented, subject to all parties entering into the attached Memorandum of Understanding.

-Un. Carried-

20. Councillor S. Penner, Councillor B. Hiebert RESOLVED that the meeting be adjourned.

-Un. Carried-

Time of adjournment 8:03 p.m.

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Mayor

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City Manager

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# Library Regionalization

## Administration

RFD #: 20250030

Council Meeting Date: 01/20/2026

Created: 12/15/2025

Resolution #:

Author: Troy Warkentin

Resolution 1st:

Last Updated: 01/13/2026

Resolution 2nd:

Status: Pending

## Summary

Subject: Library Regionalization

Purpose:

For Council to receive the library regionalization working group report and determine the City's next step(s).

Recommendation:

For any decision by Council respecting library regionalization, it is recommended that the chosen course of action be confirmed by a resolution of Council.

City Manager Comments:

In response to a 2024 proposal from Manitoba's Public Library Services to investigate the feasibility of establishing a regional library in southeast Manitoba, City Council approved the appointment of Council members to the regional library working group under resolution R24-212 on November 5, 2024. The working group and Public Library Services have now completed this phase.

The recommendations and supporting information are attached for Council's consideration and to assist in making its decision about the City's next step(s).

The board of the Jake Epp Public Library has also been provided with the working group's report and has provided its recommendation to Council for this initiative, which is attached.

## Background

Background Reports: - See Appendix 1 for Attachments

Key Issues:

Options available to Council would be to:

1. Continue status quo and end its investigation into the library regionalization process as currently proposed by PLS. The operations of the Jake Epp Public Library would continue as they always have.
2. end its investigation into the library regionalization process as currently proposed by PLS but continue its investigation of an alternate form of regionalization. The operations of the Jake Epp Public Library would continue as they always have pending the results of this further investigation and any future direction as may be determined by Council.
3. continue its investigation into the library regionalization process as currently proposed by PLS. Further investigation would verify the operating and financial implications of the model proposed as potential regional partners are verified. The operations of the Jake Epp Public Library would continue as is until a future operating model, agreement content and format, or any other essential components are determined and/or approved by Council.

Response Options:

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# Implications of Recommendation

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# Appendix 1

## Background Reports

- Cover Letter
- PLS Working Group Recommendation
- Report Appendices
- Administration Summary
- Funding Scenarios
- PLS Grant Regulation

Nov 5, 2025

**From: The Southeastern Manitoba Library Regionalization Working Group**

**To: The Municipalities and Library Boards of Southeastern Manitoba**

The members of the Southeastern Manitoba Library Regionalization Working Group are pleased to present their final report, ***Vision and Framework for a Southeastern Manitoba Regional Library***.

This report and its appendices are presented to you for your consideration and an official determination of interest in joining the formal process of establishing a regional library for southeastern Manitoba.

The vision developed over the past months includes access to improved library services for all 110,870 residents of the geographic area. A robust, vibrant regional library will serve as a community gathering place, welcoming everyone and supporting both local communities and the larger region. Should all municipalities choose to participate, the envisioned library would be the second-largest library system by population and by number of municipal partners in the province.

The next step in the process of establishing this regional library is a legislative process. Interested library boards will pass resolutions requesting that their municipalities participate, and interested municipalities will pass bylaws to negotiate a regional library agreement. A template for the library board resolutions is attached. The municipal bylaws are expected to reflect each other, and as such will be drafted once interest from each municipality is determined. The drafting is expected to occur in January 2026, with the participation of appointed individuals from each municipality or library. Formal negotiations will continue through 2026, with anticipated initial establishment of the regional library system to follow.

To this end, we request that your municipal council or library board review the report carefully. A delegation from the working group may be able to attend a November or December meeting to present the report and answer questions. Requests for a delegation can be sent to the contact information below.

The question being posed to your library or municipality is as follows:

- Is your municipality or library interested in participating in the formal establishment of a regional library system in southeastern Manitoba?

Please send your formal response using the appropriate attached template to the contact information below no later than December 31, 2025.

Decisions, requests for delegations, and any questions can be sent to:

Meghan Hansen  
Library Consultant, Public Library Services  
[Meghan.Hansen@gov.mb.ca](mailto:Meghan.Hansen@gov.mb.ca)  
204-583-7445

On behalf of the Southeastern Manitoba Library Regionalization Working Group:

- Jason Bodnarchuk and Monique Robert, RM of Ritchot (Bibliothèque Ritchot)
- Kyle Waczko, RM of Ste. Anne
- Carrie Dokken, RM of Piney
- Warren Britton and Meghan Beasant, Town of Niverville
- Jason Einarson, Town of Ste. Anne (Bibliothèque Ste. Anne Library)
- Bill Hiebert and Jac Siemens, City of Steinbach (Jake Epp Library)

## Template for Library Board Resolution:

We, the board of \_\_\_\_\_, recommend to \_\_\_\_\_, our funding municipality/municipalities, that they participate in the development and establishment of a southeastern Manitoba Regional Library as outlined in the *Vision and Framework for a Southeastern Manitoba Regional Library* report.

## Template for Council Resolution

We, \_\_\_\_\_, resolve the following:

- To participate in the development and establishment of a southeastern Manitoba Regional Library as outlined in the *Vision and Framework for a Southeastern Manitoba Regional Library* report and designate the person listed below to be responsible for the relevant resolution or bylaw.
- To not participate in the development and establishment of a southeastern Manitoba Regional Library for the following reason(s):

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The designated contact person is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# Vision and Framework for a Southeastern Manitoba Regional Library

Final Report of the Southeastern Manitoba Library Regionalization Working Group

## Introduction

In September 2024, in response to increased municipal interest in establishment of library services and development of regional library partnerships, 18 municipalities in southeastern Manitoba and the 10 libraries that operate within their borders were invited to participate in a working group to investigate the possibility of developing a larger regional library system. The municipalities are partially or completely located within the geographic area limited by Highway 75, the TransCanada Highway, and the borders with Ontario and the United States.

Representatives from ten municipalities (five libraries) agreed to be part of the working group. While the representatives from Valley Regional Library (RM of Morris and Town of Morris) and Bibliothèque régionale Jolys Regional Library (RM of De Salaberry and Town of St-Pierre-Jolys) did not maintain their presence on the working group, they all indicated an avid interest in the final result. The participants for the full working group are:

- Jason Bodnarchuk and Monique Robert, RM of Ritchot (Bibliothèque Ritchot)
- Kyle Waczko, RM of Ste. Anne
- Carrie Dokken, RM of Piney
- Warren Britton and Meghan Beasant, Town of Niverville
- Jason Einarson, Town of Ste. Anne (Bibliothèque Ste. Anne Library)
- Bill Hiebert and Jac Siemens, City of Steinbach (Jake Epp Library)

The working group is facilitated by Manitoba government staff from Public Library Services (PLS) unit of Manitoba Sport, Culture, Heritage and Tourism and from the Community Development Branch of Manitoba Municipal and Northern Relations.

The working group met over six meetings between March and October 2025.

After establishing a common understanding of general library development and operations, the directors of two established large regional library systems in Manitoba were invited to discuss their experiences and answer questions. This was followed by a visioning exercise and deliberation on the framework of the regional library.

The most highly sought outcome of the working group would be for all the libraries and municipalities within the geographic area to choose to pursue the development of a regional library system. The 110,870 residents within these municipalities would all have access to improved library services. Should this be achieved, the newly formed regional library would be the second-largest library by population within the province.

## A Vision for a Southeastern Manitoba Regional Library

While the development of an official Vision, Mission, and Values statements will be left for the inaugural board of the new library system, an initial exercise was used to create a common outlook for the nascent partnership. The library described below is the result.

An active and vibrant Regional Library (RL) beckons the community as a gathering place. The branches are warm and welcoming, where people of all ages, cultures, backgrounds and identities are supported and celebrated. Programming exists for all ages at various times throughout the week, and services are available in English and French. Local cultures and languages are represented in the materials at the branches. Each branch maintains some autonomy and its unique identity, while also benefitting from the collective RL.

Friendly and supportive staff and volunteers extend the library's reach, attending festivals, schools, daycares, seniors' homes and other community places to ensure an accessible library for all. Regular hours of operation allow for all members of the community to visit the library and participate in programming. A bookmobile or mobile book service ensures that community members who cannot attend a branch are able to receive library services.

Collections are responsive to specific branch needs while a shared catalogue ensures access to every item by every patron across the region. Electronic and print media are both available, and physical materials move with ease between branches as the need arises.

Programming is created and run at the RL level and at the branch level, ensuring that there is a cohesive feel to the library system while also encouraging branches to envision distinct activities that speak to their local community interests. Coordination between branches ensures that duplication of activities is minimized while offering programming at a variety of days and times for all ages. A list of potential programs and services is included in Appendix C.

Administrative duties such as report writing, grants, and human resources management are carried out primarily by RL staff, while leaving some decision-making about staffing, organizing and activities to the branch managers. This allows branch-level staff to concentrate on providing exceptional service to the communities they serve. Where appropriate, branch staff skills and abilities are leveraged to support the regional system. Professional development and training opportunities exist to encourage staff to expand their skills.

## Aspects of library service

### Locations

The regional library system will operate multiple branches. Each municipality will be responsible for providing adequate and appropriate space for their branch, should they choose to have one. For new locations, the municipality, the library board and the library director will work together to identify a location and evaluate its suitability.

### Regional cohesion and branch autonomy

A balance will be maintained between becoming part of a larger regional library system while still having the flexibility and autonomy to serve the individual communities. This can be achieved by clearly delineating the responsibilities and tasks at each level. Some of the policy decisions outlined in Appendix D have started to delineate regional and branch responsibilities.

### Language and community

Maintaining and improving French-language services is a priority for all of the bilingual municipalities. Increasing the size of French collections and ensuring services by maintaining or increasing bilingual programming is a priority. Preference will be given to bilingual staff at indicated branches.

Other language communities are also currently served by their local libraries. These services will continue to be prioritized at the branches based on community needs. While the larger language collections may be spread out between branches, the shared catalogue and ease of transferring materials between branches will give added access for all patrons.

Indigenous materials, programming and partnerships have been a priority for the libraries and will continue to be so. A regional system may give added opportunities to explore and deepen these connections.

### Financial considerations

Section 23(2)(c) of the Public Libraries Act establishes that the Regional Library Agreement (RLA) must provide for “the ascertainment of the cost of establishing, maintaining, and operating the regional library, and the annual apportionment to each municipality of its proper share thereof”.

Current municipal contributions to library operations for all municipalities in the geographic area are detailed in Appendix B, based on the libraries’ 2024 audited financial statements.

The funding formula by which the RL’s total municipal operating funding needs are apportioned to the participating municipalities is outlined in the draft RLA (Appendix K). An important note is that the operations expenses and facilities expenses for the library locations are considered separately. Facilities expenses will be the direct responsibility of the municipality where a branch is located, while operations expenses will be shared through the library budgeting process.

While the development of the initial budget will be one of the primary tasks of the inaugural library board and library director, an exploration of the anticipated municipal contribution costs was undertaken.

The working group participants were asked the following question: “With knowledge of [the financial information discussed] and based on your municipality’s current situation, please indicate the range of funding with which your municipality would be comfortable as a starting point for negotiation.”

An anonymized reporting of the results indicated that the municipalities were likely to support the following range of municipal investment on operations:

Range	Municipalities with current library service	Municipalities interested in starting library service
\$12	1	
\$10-15	1	
\$12-17		1
\$8.50	1	
\$5.00		1
\$10.00		1

Finally, the date by which the municipalities require the library board to present its budget and request the annual apportionment will need to be set. This can be no later than January 15 of the budget year but can be set earlier depending on municipal needs. This will need to be ascertained during final negotiations.

## Regional Library Agreement Elements

Within The Public Libraries Act (PLA) there are several avenues for the creation or expansion of a regional library. Elements of the preamble of the Regional Library Agreement (RLA) will need modification based on which municipalities or existing libraries decide to take part in the regional library system. Some elements of the primary sections may also need modifications. The Draft RLA is included as Appendix K.

RLAs are composed of three main required sections, and additional sections as deemed necessary by the parties while ensuring that they remain in compliance with the PLA.

Necessary components are the list of entities that agree to cooperate on establishing and maintaining a regional library, the composition of the library’s board of directors, and the formula the library board will use to determine the share of municipal funding that is apportioned to each participating municipality.

Only one specific additional item was discussed by the working group. The addition of a termination clause was requested, and an example of the most common version has been added to the Draft RLA Document (Appendix K).

### List of participating municipalities

The working group intends to extend an invitation to each of the libraries and municipalities that was initially invited to participate in the working group. The final list of participating municipalities will be determined by the respective responses.

## Board composition

Each participating municipality will appoint two members to the regional library board – one municipal council member and one resident elector.

Of these, the municipal council members will serve one-year terms, and the resident electors will serve two-year terms. Following the directives in Section 24(8) of the PLA, half of the resident electors will be first appointed for one-year terms. Offsetting the re-appointment dates of these positions allows for consistent continuity and renewal of the library board. The final RLA will include a list of which resident elector positions will at first be appointed for one-year terms. All members of the board whose terms have expired are eligible for re-appointment.

## Funding formula

Overall costs for running a library facility can be broken down into two categories: operating expenses and facilities expenses. Capital expenses may be part of either category and more detailed breakdown of the types of expenses is needed. The non-exhaustive division of expenses between operating and facilities expenses will be part of this clause of the draft RLA (Appendix K).

Given that the stated intent of the regional library system is to have branches in many communities and not just one large central branch, the funding formula will apply an even per capita split of the regional library's operating expenses between all the participating municipalities. Facilities expenses will be the responsibility of the municipality in which the facility is located and are not part of the library's budget or recognized municipal contributions. Partners may choose to work together to provide a single facility that is supported by multiple municipalities where this makes geographical sense. Agreements for these cooperative ventures would be outside of the overall Regional Library Agreement.

Each municipality's contribution to the library can be calculated as follows: the total library operating expenses divided by the total population served by the regional library, multiplied by the population of the municipality. The total municipal cost is the municipal contribution amount plus the facilities expense for that municipality's location.

### Example:

A regional library serves Municipality X (pop: 3000) and Municipality Y (pop: 7000). There are branches in each municipality. X's library branch is in a commercially owned strip mall with rent of \$20,000 for the year. This includes all regular building maintenance. Y's library branch is in a municipally owned building that costs on average \$15,000 annually to operate and maintain. The municipalities have agreed to split operating costs on a per capita basis.

The library determines that the operating expenditures for next year are \$200,000, and the provincial grant is \$100,000. What is the total cost to each municipality?

A=operating expenditures, B=provincial grant, C=total municipal contributions,

- **A-B=C**,  $\$200\text{K} - \$100\text{K} = \$100\text{K}$ .
- **C / (total population) = per capita rate**,  $\$100\text{K} / (3\text{k} + 7\text{k}) = \$10$  per capita.
- **Rate\*Population=Municipal investment:**
  - Municipality X:  $3\text{k} * \$10 = \$30\text{K}$

- Municipality Y:  $7k * \$10 = \$70K$
- **Total municipal cost= municipal investment + facilities costs:**
  - Municipality X:  $\$30K + \$20K = \$50K$
  - Municipality Y:  $\$70K + \$15K = \$85K$

### *Distribution of costs*

The overall expenditures required to run a library will be split between the library's operating costs, to be covered by the library budget, and facilities/capital costs, to be handled by the municipality in which each facility is located. Below is a non-exhaustive list of library expenses, distributed into the two categories. This list will be included in the RLA.

#### **Operating expenses (included in library budget):**

- Staff (wages, benefits, etc.)
- Collections
- Programming
- Janitorial
- Shelving (furniture)
- Computers and technology
- Office furniture
- Tables, chairs and other furniture
- Office supplies and equipment
- Moveable assets
- Minor renovations (paint, etc)
- Tenant insurance
- Shovelling of areas that cannot be maintained with snow-clearing equipment
- Garden areas and small landscaping

#### **Facilities expenses (responsibility of the municipality):**

- Provision of space (rent, etc.)
- Building insurance
- Major maintenance and capital projects, including projects that result in an increased value to municipal assets (roof, flooring)
- Maintenance of exterior of the building
- All lawncare and snow removal where snow-clearing equipment (plow, snow blower) or lawnmower are used

## **Conclusion**

While some of what was discussed has informed the draft Regional Library Agreement (Appendix K), operational-level interests raised by libraries and municipalities will be appropriately addressed in the development of library policies, procedures and plans. The working group recommends that this final report and its appendices be considered as a foundational document in the development of the new regional library.

## Appendix A: Terms of Reference

### Background

Following the introduction of the new Public Libraries Allocation of Grants Regulation in August 2023, increasing interest in library regionalization was noted throughout the province. This was particularly prevalent in the southeast region.

A meeting was held in Steinbach in September 2024, to inform the area's municipalities and libraries about the process of regionalization and answer questions about the general functioning of a regional library. At the end of the meeting, participants were asked to share the information with their councils and decide on their interest in participating in a working group to investigate the possibilities of further library cooperation within southeastern Manitoba. The municipalities and libraries that were interested appointed representatives to sit on the Working Group

### Introduction

The Southeastern Manitoba Library Regionalization Working Group (WG) has been formed to investigate the possibilities of further library cooperation within southeastern Manitoba, specifically the region described by the limits of the Trans Canada Highway to the north, the border with the United States to the south, Highway 75 to the west, and the Ontario Border to the east.

All municipalities and rural public libraries within this area or whose geography is transected by the borders of this area were invited to participate in the WG. The WG is composed of representatives from those municipalities and libraries that expressed interest in the project. These include:

- City of Steinbach
- RM of De Salaberry
- RM of Morris
- RM of Ritchot
- RM of Ste. Anne
- Town of Morris
- Town of Niverville
- Town of St-Pierre-Jolys
- Town of Ste. Anne
- Bibliothèque Jolys Regional Library
- Bibliothèque Ste. Anne
- Bibliothèque Ritchot
- Jake Epp Library
- Valley Regional Library

The facilitators are Meghan Hansen (PLS Library Consultant) and Roger Langlais (Municipal Relations).

## Purpose

The purpose of the WG is to bring together the municipalities and libraries in Southeastern Manitoba to create a framework from which a regional library agreement (RLA) can be negotiated. The feasibility of a successful RLA depends on agreement on a number of factors, including physical branch locations and services, resource sharing, and language concerns

## Plan

The working group will convene over a series of meetings to discuss the benefits and stumbling blocks to the creation of a regional library system in Southeastern Manitoba. A consensus-building approach will be used to foster understanding and agreement on the topics under discussion.

While some topics will require agreement before moving to the next stage, others will be best served by gaining an understanding of them now, but leaving the final decisions to either the formal negotiation process or to the inaugural board of the newly formed regional library.

A final report document will be drafted based on the discussions.

## Schedule

A first meeting was held on March 13. Subsequent meetings are scheduled for April 10, May 1, May 22. Additional meetings will be scheduled as needed.

## Distribution of Minutes

Meeting summaries or minutes will be distributed to participants and facilitators, and made available for Public Library Services staff.

## Deliverables

A final report will be created. The report will outline areas of consensus, areas for further discussion prior to a Regional Library Agreement, and areas for the inaugural library board to make policy and procedural decisions.

Addenda to the report may include a draft bylaw to be amended by the participating municipalities, a draft regional library agreement including potential additional elements, an invitation to municipalities and libraries to join the regional library agreement, and a list of recommendations for the inaugural library board.

## Distribution of final report

The final report and other deliverables will be sent to Public Library Services, all Working Group municipal and library participants, the participating municipalities and libraries, as well as the others from the original geographic area.

The recipients from the original geographic area are:

- City of Steinbach
- RM of De Salaberry
- RM of Emerson-Franklin
- RM of Hanover
- RM of La Broquerie
- RM of Montcalm
- RM of Morris
- RM of Piney
- RM of Reynolds
- RM of Ritchot
- RM of Springfield
- RM of Ste Anne
- RM of Stuartburn
- RM of Taché
- Town of Morris
- Town of Niverville
- Town of St-Pierre-Jolys
- Town of Ste Anne
- Bibliothèque Montcalm Library
- Bibliothèque municipale La Broquerie Municipal Library
- Bibliothèque régionale Jolys Regional Library
- Bibliothèque Ritchot Library
- Bibliothèque Ste Anne Library
- Bibliothèque Taché Library
- Jake Epp Library
- Springfield Public Library
- Valley Regional Library

## Appendix B: Financial matters

### Current state of recognized municipal contributions

The table below lists the municipal funding amounts recognized within the Public Libraries Act that are disbursed by each municipality. The amounts were taken from the libraries' 2024 audited statements. Note: several municipalities that do not currently have library service either contribute a small amount to existing libraries or reimburse portions of their residents' non-resident library fees. These are not tracked here.

MUNICIPALITY	POPULATION	LIBRARY STATUS	TOTAL MUNICIPAL INVESTMENT	PER CAPITA \$
DE SALABERRY (RM)	3918	Regional	\$ 33,950.00	\$ 8.67
EMERSON-FRANKLIN (RM)	2437	Municipal	\$ 14,728.00	\$ 6.04
HANOVER (RM)	17216	n/a	\$ -	\$ -
LA BROQUERIE (RM)	6725	Municipal	\$ 57,163.00	\$ 8.50
MONTCALM (RM)	1278	Municipal	\$ 10,000.00	\$ 7.82
MORRIS (RM)	3172	Regional	\$ 17,986.00	\$ 5.67
MORRIS (TOWN)	1975	Regional	\$ 17,518.00	\$ 8.87
NIVERVILLE (TOWN)	5947	n/a	\$ -	\$ -
PINEY (RM)	1843	n/a	\$ -	\$ -
REYNOLDS (RM)	1344	n/a	\$ -	\$ -
RITCHOT (RM)	7469	Municipal	\$ 63,450.00	\$ 8.50
SPRINGFIELD (RM)	16124	Municipal	\$ 161,887.00	\$ 10.04
STE ANNE (RM)	5584	n/a	\$ -	\$ -
STE ANNE (TOWN)	2891	Municipal	\$ 28,000.00	\$ 9.69
STEINBACH (CITY)	17806	Municipal	\$ 393,893.00	\$ 22.12
ST-PIERRE-JOLYS (TOWN)	1305	Regional	\$ 16,965.00	\$ 13.00
STUARTBURN (RM)	1731	n/a	\$ -	\$ -
TACHÉ (RM)	12105	Municipal	\$ 64,544.00	\$ 5.33
<b>TOTAL (EXISTING LIBRARIES)</b>	77205	Rural / Municipal	\$ 880,084.00	\$ 11.40
			Average of per capita rates	\$ 9.52
			Median of per capita rates	\$ 8.58

A difficulty that appears when attempting to compare municipal contributions is the very different situations that these libraries are in as regards their facilities expenditures. Several libraries are located in schools and have little to no expenses for their facilities or the furniture and technology that is contained within the library. One library owns its own building and is therefore responsible for all related expenses. Libraries located in municipally-owned buildings pay a wide range of fees to their municipalities. A more

detailed comparison of costs, broken down by areas of expenditure, will be necessary for a functional regional library budget to emerge.

Note: total population of the service area is 110,807. Should all 18 municipalities decide to participate, this would be the second-largest library system in Manitoba.

### Theoretical financial calculations

While the list of participants is unknown, it is not particularly useful to consider building a robust financial calculation. A brief initial calculation of theoretical library revenue using only the working group participants was used during an early meeting and is included as Appendix I. Other forms of revenue exist for libraries (grants, fundraising, donations, etc.), but these are generally both inconsistent year-to-year and a very small percentage of the total of regular operations. Both the theoretical calculations and the 2024 budget numbers on that page ignore the other forms of revenue. The total expenses in the 2024 budgets include facilities costs, which will not be a factor in the new RL.

### Impact of partnerships on the provincial grant

The Public Libraries Operating Support (PLOS) Grant is designed to foster cooperation and municipal investment. It provides financial assistance for the annual costs of operating libraries established under *The Public Libraries Act*. Municipal and regional public libraries are eligible for a grant based on the total amount of municipal funding received in the previous year and the number of partner municipalities.

The PLOS grant is composed of

- a base grant, calculated at the lower of either the municipal funding received in the previous year, or (\$20,000 x # of participating municipalities), and
- a percentage matching calculation, which matches the municipal funding over the base amount at a percentage rate that depends on the number of municipal partners. The percentage rate is set out in the [Public Libraries Allocation of Grants Regulation](#)

Both the base grant amount and the percentage matching increase as the number of municipal partners in the library increases.

Using an example library that has 4 municipal partners and a total municipal funding amount of \$300,000 in the previous year, the [PLOS grant calculator](#) shows:

A: **base grant:  $4 * \$20,000 = \$80,000$**

B: municipal funding over the base amount:  $\$300,000 - \$80,000 = \$220,000$

Percentage matching: 50%

**Percentage matching calculation:  $\$220,000 * 50\% = \$110,000$**

C: total provincial grant:  $A + B = \$80,000 + \$110,000 = \$190,000$

## Appendix C: Structure and service delivery

The RL is envisioned as a central library office where the library director and behind-the-scenes staff work, with branches that serve the communities.

### Service delivery

Central tasks:

- HR management
- Training
- Acquisitions
- Policies (both internal, such as human resources and salary scales, and external, such as collection development, accessibility, patron code of conduct and volunteers)
- Central databases, including the library's catalogue
- Project management, security systems
- Grant writing (may have assistance from branch-level for specific directed grants)
- Marketing
- Accounting
- Program director / community engagement
- Coordination
- Courier
- General display materials (used for community outreach, anything that can be shared between branches instead of being owned in duplicate)

Shared tasks (may be coordinated by either the RL or the branch as needed)

- Website
- Social media
- Outreach, community needs

Branch tasks:

- Branch operations
- Participating in hiring branch-level support staff
- Programming (Events, promotion)
- Collection development (requesting titles, working with technical services, weeding)
- Outreach to local community: festivals (using central supplies), senior homes, accessibility.
- Book requests
- Volunteer management
- Social media

## Potential Programs and Services

- Gathering space
- Local interest materials (newspapers, books)
- Multi-purpose space
- “Caregiver and child” activities
- Teen activities
- Crafting
- Programs for seniors
- Book mobile
- Public access computers
- Programs for all age groups
- Local authors nights, celebrity readings
- Inter-community reading challenges
- Variety of formats and genres in the collection of reading materials (printed, e-books, audiobooks; graphic novels, all genres of fiction, good and updated non-fiction)
- Book lockers (locations? Servicing?)

## Appendix D: Direction for Library Policies and Procedures

In discussion of the general operations of a RL, the working group agreed that the following points should be considered when the policies of the RL are being developed.

### Human Resources:

- The Library Director is responsible for hiring branch managers and regional office staff, and oversee hiring of branch staff as needed.
- Branch managers lead the hiring of branch staff.
- Total staff hours allocated to each branch determined by budget/Director.
- Staffing requirements individualized to each branch (minimum number of staff present, how many p/t and f/t positions, etc).
- Branch hours distribution (evening, weekend, daytime) determined by branch head in consultation with director and other branch heads (ie: ensuring that evening hours are distributed across the week, closure days are considered)
- Branch staff to be cross-trained at different branches or central library tasks (some may be shared between branches?)

### Operations

- The Library Director develops the budget for the regional library and branches with input from branch managers; branch managers work with the staffing and budget allocation to determine staff schedules and resource needs for their branch.
- Membership policy will set the direction regarding family or individual cards, non-resident memberships, etc.
- A clear delineation of branch vs. RL responsibilities will be set in the procedures of the library

### Collection Development Policy

- Collections will reflect the local community needs
- Administrative aspects of collection development (purchasing, coordinating) are handled centrally.
- Branches select titles specific to their patron interests

## Appendix E: List of Resources

Note: these were not explicitly discussed, but may assist in informing some of the discussions. Many of these documents and programs have already been referred to in the initial meeting.

- Manitoba [Library Standards and Guidelines](#) / [Normes et lignes directrices des bibliothèques publiques municipales et régionales](#) (PDF)
- [Governance at a Glance](#) / [Coup d'oeil sur la gouvernance](#) (PDF)
- The Public Libraries Act / Loi sur les bibliothèques publiques: [C.C.S.M. c. P220](#)
  - Public Libraries Allocation of Grants Regulation / Règlement sur l'octroi de subventions à l'égard des bibliothèques publiques : [M.R. 134/2023](#)
- Counting Opinions: [Manitoba Public Library Statistics](#)
- [Public Library Operating Support \(PLOS\)](#) Grant Program / Programme de [soutien au fonctionnement des bibliothèques publiques](#)
- Library Policy and Procedure manuals: these can be from your local library, or any other public library. They will give an example of what policies and procedures should be developed by the library board and/or senior staff. This may be an indication of topics that do not need to be fully formed by the working group.

# Appendix F: Library Profiles

Name: **Bibliothèque Ste. Anne Library**  
 Location: 16 rue de l'Église, Sainte-Anne MB

Hours: Tues-Fri, 10am-7pm ; Sat 10am-1pm

Municipalities: Town of Ste. Anne

Population Served (2021) 2,891

Facility: Size (sq ft.) 2,690  
 Owner Bibliothèque Ste. Anne Library  
 Co-located with: none  
 Costs: Total: \$ 16,080.54  
 Per capita: \$ 5.56  
 Per square foot: \$ 5.98  
 % of budget: 8.77%  
 Weekly gate count 400  
 Visits per hour open 11.1

Staff: Complement: 1 FT, 3 PT  
 Expenditures: Personnel: \$ 61,487.20  
 Per hour open: \$ 32.85  
 Per capita: \$ 21.27

Collections: Number of items: 20,202  
 Circulation: 14,752  
 Items per capita: 7.0

		Items	Circulation
Distribution:	Adult:	60.50%	54.50%
	Young Adult:	7.90%	17.10%
	Children:	31.60%	28.50%
	English:	76.10%	61.80%
	French:	23.90%	38.20%
Expenditures:	Total:	\$ 17,100.62	
	Per capita:	\$ 5.92	
	% of budget:	9.30%	

Name: **Bibliothèque Ritchot**  
 Location: Collège Gabrielle Roy (Ile-des-Chênes), École Ste-Agathe (Ste. Agathe), and St. Adolphe School (St. Adolphe)  
 Hours: Ile-des-Chênes: Tues-Thurs 3:30-8:30pm ; Sainte-Agathe: Tues-Wed 4-8:30pm ; St. Adolphe: Tues & Thurs, 4-8:30pm

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Municipalities: RM of Ritchot  
 Population Served (2021) 7,469

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Facility: Size (sq ft.) 5,525  
 Owner DSFM and Seine River SD  
 Co-located with: elementary and secondary schools

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Costs:	Total:	\$	-
	Per capita:	\$	-
	Per square foot:	\$	-
	% of budget:		0.00%

---

Weekly gate count: 149  
 Visits per hour open: 4.5

---

Staff: Complement: 11 PT  
 Expenditures: Personnel: \$ 68,703.84  
 Per hour open: \$ 16.31  
 Per capita: \$ 9.20

---

Collections: Number of items: 86,813  
 Circulation: 8,201  
 Items per capita: 11.4

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		Items	Circulation
Distribution:	Adult:	14.00%	13.00%
	Young Adult:	31.40%	20.50%
	Children:	54.60%	66.50%
	English:	50.00%	46.90%
	French:	50.00%	53.10%

---

Expenditures:	Total:	\$	25,752.29
	Per capita:	\$	3.45
	% of budget:		19.60%

---

Name: **Jake Epp Library**  
 Location: 255 Elmdale Street, Steinbach MB

Hours: Mon 10am-4:30pm, Tues-Thurs 10am-8pm, Sat 1:30-4:30pm

Municipalities: City of Steinbach

Population Served (2021) 17,806

Facility: Size (sq ft.) 14,000  
 Owner City of Steinbach  
 Co-located with: none

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Costs: Total: \$ 163,000.00  
 Per capita: \$ 9.15  
 Per square foot: \$ 11.65  
 % of budget: 25.18%

---

Weekly gate count: 2,000  
 Visits per hour open: 46.5

Staff: Complement: 5 FT, 11 PT  
 Expenditures: Personnel: \$ 388,275.00  
 Per hour open: \$ 20.74  
 Per capita: \$ 21.81

Collections: Number of items: 119,244  
 Circulation: 255,828  
 Items per capita: 6.7

		Items	Circulation
Distribution:	Adult:	59.00%	32.10%
	Young Adult:	8.70%	7.20%
	Children:	32.40%	60.70%
	English:	99.30%	99.90%
	French:		
Expenditures:	Total:	\$ 50,000.00	
	Per capita:	\$ 2.81	
	% of budget:	7.70%	

Name:	<b>Bibliothèque régionale Jolys Regional Library</b>		
Location:	École Héritage School, St-Pierre-Jolys MB		
Hours:	January-August 2024: Mon, Wed, Fri 9 am-5 pm; Tues, Thurs 9 am-8 pm, Sat 9 am-1 pm Sept 2024-current: Mon-Thurs 4pm-8pm, Sat 9am-1pm		
Municipalities:	Village of St-Pierre-Jolys, RM of De Salaberry		
Population Served (2021)	5,223		
Facility:	Size (sq ft.)	4,000	
	Owner	Red River Valley SD	
	Co-located with:	K-12 school	
Costs:	Total:	\$	1,920.00
	Per capita:	\$	0.37
	Per square foot:	\$	0.48
	% of budget:		0.76%
	Weekly gate count:	551	
	Visits per hour open:	9.3	
Staff:	Complement:	1 FT, 4 PT	
	Expenditures:	Personnel:	\$ 95,824.61
		Per hour open:	\$ 31.77
		Per capita:	\$ 18.35
Collections:	Number of items:	59,574	
	Circulation:	33,399	
	Items per capita:	10.9	
		Items	Circulation
Distribution:	Adult:	33.60%	16.70%
	Young Adult:	2.80%	3.10%
	Children:	63.60%	80.20%
	English:	71.90%	68.40%
	French:	28.10%	31.60%
Expenditures:	Total:	\$	22,209.83
	Per capita:	\$	4.25
	% of budget:		8.80%

Name: **Valley Regional Library**  
 Location: 141 Main Street, Morris MB

Hours: Tues-Thurs, 11am-6pm, Sat 11am-3pm

Municipalities: Town of Morris, RM of Morris

Population Served (2021) 5,147

Facility:	Size (sq ft.)	1,800
	Owner	Town of Morris
	Co-located with:	none
Costs:	Total:	\$ 19,328.65
	Per capita:	\$ 3.76
	Per square foot:	\$ 10.74
	% of budget:	22.91%
	Weekly gate count:	209
	Visits per hour open:	8.4

Staff:	Complement:	2 PT
	Expenditures:	Personnel: \$ 40,663.45
		Per hour open: \$ 31.28
		Per capita: \$ 7.90

Collections:	Number of items:	16,942	
	Circulation:	9,497	
	Items per capita:	3.3	
		Items                      Circulation	
Distribution:	Adult:	58.80%	35.60%
	Young Adult:	24.70%	35.20%
	Children:	16.50%	29.20%
	English:	99.80%	99.98%
	French:	0.10%	0.02%
Expenditures:	Total:	\$ 11,105.19	
	Per capita:	\$ 2.16	
	% of budget:	13.20%	

Name: **Southeastern Manitoba Average and Median**

Weekday: 21.3, Evening: 13.0, Saturday: 3.4 ;

Hours: Weekday: 25.5, Evening: 7.0, Saturday: 4.0

Municipalities:	1.2 Municipalities		1 municipality	
Population Served (2021)	7,769		6,300	
		<b>Average</b>		<b>Median</b>
Facility:	Size (sq ft.)		4,570	3,145
	Costs:	Total:	\$ 27,798.32	\$ 2,858.67
		Per capita:	\$ 3.58	\$ 0.45
		Per square foot:	\$ 6.08	\$ 0.91
		% of budget:	14.72%	2.29%
	Weekly gate count:		449	305
	Visits per hour open:		11.9	8.3
Staff:	Complement:		0.9 FT, 4.9 PT	0.5 FT, 3.5 PT
	Expenditures:	Personnel:	\$ 101,501.77	\$ 65,095.52
		Per hour open:	\$ 22.71	\$ 27.51
		Per capita:	\$ 13.07	\$ 10.33
Collections:	Number of items:		44,437	32,550
	Circulation:		45,018	14,492
	Items per capita:		5.8	5.2
	Expenditures:	Total:	\$ 19,526.96	\$ 16,213.81
		Per capita:	\$ 2.51	\$ 2.57
		% of budget:	10.30%	12.30%
Distribution	Items:	Adult:	39.60%	33.90%
		Young Adult:	19.20%	13.60%
		Children:	41.20%	42.20%
		English:	76.60%	78.40%
		French:	23.30%	21.60%
	Circulation:	Adult:	39.40%	33.50%
		Young Adult:	14.80%	14.80%
		Children:	45.90%	52.40%
		English:	74.70%	79.90%
		French:	25.30%	20.00%

Name: **Manitoba Average and Median**  
 Weekday: 42.7, Evening: 5.8, Saturday: 6.0 ;  
 Hours: Weekday: 30.0, Evening: 4.0, Saturday 4.0

Municipalities:	2.2 Municipalities	1 municipality	
Population Served (2021)	8,395	4,241	
	<b>Average</b>	<b>Median</b>	
Facility:	Size (sq ft.)	6,565	3,345
	Costs: Total:	\$ 31,371.70	\$ 10,294.71
	Per capita:	\$ 3.74	\$ 2.43
	Per square foot:	\$ 4.78	\$ 4.78
	% of budget:	12.42%	7.82%
	Weekly gate count:	508	211
	Visits per hour open:	9.3	5.5
Staff:	Complement:	1.7 FT, 5.2 PT	1.0 FT, 3.0 PT
	Expenditures: Personnel:	\$ 156,473.75	74569.03
	Per hour open:	\$ 24.64	27.58
	Per capita:	\$ 18.64	17.58
Collections:	Number of items:	33,336	22,181
	Circulation:	36,220	13,920
	Items per capita:	4.0	5.0
	Expenditures: Total:	\$ 27,761.12	\$ 13,573.84
	Per capita:	\$ 3.31	\$ 3.20
	% of budget:	11.00%	10.30%
Distribution	Items: Adult:	57.50%	61.50%
	Young Adult:	9.70%	5.60%
	Children:	54.80%	31.40%
	English:	93.40%	99.60%
	French:	6.10%	0.20%
	Circulation: Adult:	54.80%	55.90%
	Young Adult:	6.40%	3.20%
	Children:	36.80%	35.20%
	English:	91.60%	99.90%
	French:	6.40%	0.09%

Name: **Library Standards and Guidelines**

Hours: varies depending on population served

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Facility: Size (sq ft.) 1 sq ft per capita

Weekly gate count:

Visits per hour open:

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Staff: Complement: varies depending on population served

Expenditures: Note: Salary schedules and minimum wage increases

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Collections: Items per capita: 3.0 - 5.0

Expenditures: % of budget: 15.00%

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## Appendix G: Brief outlines and resources on library topics

### Branch autonomy and identity; Language concerns

In a typical multi-branch library system, each branch has some autonomy to serve its specific community. This includes decisions around collections, programming, staffing. Guidelines for each of these areas include considerations of community demographics as well as local need and interest.

Specific support can be made explicit through the library's strategic plan, and through policies on collection development, services/programming, and hiring practices, among others.

Further reading:

- Relevant sections of the Library Standards and Guidelines
- Library policies and procedures (your own, or other libraries', as publicly available and appropriate)
  - Check local library websites for their public-facing policies.
  - The Centre for Free Expression has a [Library Policies Database](#) that includes links to a variety of policies from over 100 Canadian libraries

### Finances

The finances of a regional library are highly dependent on the amount of municipal funding the library receives, as the provincial grant is also calculated based on the municipal funding in the previous calendar year. Further discussion of the grant calculation and municipal contributions is elsewhere.

The minimum contribution under legislation for a municipality to be considered a partner in the library is \$3.75 per capita. Most library systems are funded at a significantly higher rate.

The library maintains accurate financial records, that are audited annually.

Further reading:

- Governance at a Glance (PDF)
- Library Standards and Guidelines:
  - Section 9 and 10

## Board: composition, job descriptions

Library boards in Manitoba are governance boards – they are responsible for providing direction for the library, but the operations of the library are left to the director and staff.

Board composition is defined in the **Public Libraries Act**. Each board is comprised of council member(s) (renewable one-year term), and citizen members (renewable two-year term). Board members must be reappointed by the municipality that they represent on a regular basis.

### **Municipal library:**

- 1 member of municipal council
- 2, 4, or 6 citizen members

Total number of board members: 3, 5, or 7.

### **Regional library** (per municipality represented):

- 1 member of municipal council
- 1 or 2 citizen members

Total number of board members: dependent on the number of municipalities

The major responsibilities and requirements of the board are defined.

Job descriptions should be developed for both general board members, and for specific roles (chair, treasurer, secretary, etc.), depending on the size of the board and the distribution of tasks. When filling board seats, consideration of specific abilities may be given.

Please consult the following resources for more information:

- Governance at a Glance / Coup d'œil sur la gouvernance (PDF)
- Public Libraries Act:
  - Part II, Sections 15-17, 19-21
  - Part III, Sections 24-27
- Library Standards and Guidelines :
  - Section 1 : Governance Structure

## Locations

The number of locations and services available at each library can be highly variable. This is dependent on each community's needs and desires, as well as practical space considerations.

The numbers given for expected facility size are for the totality of library branches in a system. Each branch and library system will determine their own best use of space following the guidelines in Section 2 of the Standards and Guidelines.

For example: a library system serving 10,000 residents should have as a guideline a total facility size of 10,000 sq feet (1 sq. foot per capita). This can be as one facility, or several.

Further reading:

Library standards and guidelines, Section 2

## Staffing

Library staffing decisions are made by the library director.

General staffing complements are found in Standards and Guidelines Section 8.3.3.

# Appendix H: Recap of the conversation with Cathy Ching and Sharon Fehr (South Central Regional Library - SCRL), and Alison Moss (Parkland Regional Library - PRL)

May 22, 2025, 7pm

Introduction to the library system:

Quotes:

*Alison:* When I joined in 2019, Cathy was one of the people that I called. One of the things I really found interesting, we're all really different and so sometimes it's like comparing apples to oranges.

PRL:

- 23 branches in 21 partner municipalities
- About 25,000 square kilometres
- Started in 1970 as a demonstration project to bring efficient affordable library services to the Parkland region.
  - Around 1973/74, the municipalities took over, started to work together, and eventually became a fully regionalized system.
  - It will be 50 years in January, so all we've ever known is sort of a togetherness
- 3 standalone libraries joined in the last decade
- Centralized headquarters, with director, financial officer (part-time), computer manager (full-time), branch supervisor (full-time), and book processor (part-time), located in Dauphin.
  - Dauphin Public Library has 5 staff (two of whom are student clerks)
  - Smaller branches are single staff members.
- \$132,000 on collections; quarterly rotation (half of each library's shelves gets moved around to other libraries)

SCRL:

- 5 branches in 7 municipalities
- Over 44,000 population served
- Started in 1965 as partnership between Morden, the town of Winkler, and the RM of Stanley.
  - Added Altona, Rhineland, Miami, and Pembina most recently
- Central office is director, finance officer, cataloguer
  - Processing is done at the individual branches
  - 4-12 Branch staff per location

- Weekly courier between the branches and HQ
- Nearly \$200,000 on collections. Processing by individual branches.

## Finances – operating costs

### General response:

Note: both libraries described this process in this order. The example has been added for clarity.

1. Library director/board determines the required operating expenditures for the upcoming year
2. Library director/board calculates the provincial grant based on available data
3. The difference between the library's expenditures and the provincial grant is the total amount that the partner municipalities are responsible for.
4. This amount is divided by the total population served and assessed to each municipality on a per capita basis.
5. In addition, each municipality pays for and maintains the facility that their library is in. (Note: libraries do not pay rent on municipally owned buildings)

### Example:

Note: the example was created to illustrate the process outlined by the libraries, but was not part of the discussion

A regional library serves Municipality X (pop: 3000) and Municipality Y (pop: 7000). There are branches in each location. X's library branch is in a commercially owned strip mall, and the rent on the facility is \$20,000 for the year. This includes all regular building maintenance. Y's library branch is in a municipally owned building, that costs on average \$15,000 to operate and maintain. The municipalities have agreed to split operating costs on a per capita basis

The Library determines that the operating expenditures for next year are \$200,000, and the provincial grant is \$100,000. What is the total cost to each municipality?

A=operating expenditures, B=provincial grant, C=total municipal contributions,

- **A-B=C**, \$200K-\$100K=\$100K.
- **C / (total population) = per capita rate**, \$100K / (3k+7k)= \$10 per capita.
- **Rate\*Population=Municipal investment:**
  - Municipality X: 3k\*\$10= \$30K
  - Municipality Y: 7k\*\$10= \$70K
- **Total municipal cost= municipal investment + facilities costs:**
  - Municipality X: \$30K +\$20K = \$50K
  - Municipality Y: \$70K + \$15K = \$85K

## SCRL:

- Follows the outlined steps above
- 2025 per capita: \$16.48, plus facilities costs.
- The facilities are maintained by the municipalities where they are located. Municipalities pay maintenance and upkeep, and are credited with an additional \$1.70 per capita, for an effective contribution rate of \$1.70 more than the per capita rate above. It is done as an in-and-out bookkeeping entry in our finances.
  - This is longstanding, and the suggestion is that it should be eliminated in the future for new partners.
- Municipalities are responsible for maintenance, upkeep, heating, cleaning. The municipalities have been asked for a cost analysis re: library facilities, and are generally unable to do it. The costs are rolled into municipal building costs. (e.g. maintenance is done by the same unit for all municipal buildings, it is not charged out per location by the city works departments). The municipalities seem uninterested in changing this.
- There is a salary scale for wages, and benefits package for full-time staff through municipal employees program with Coughlin. Managed by the library.

## PRL:

- Follows the outlined steps above
- 2025 per capita: \$10.83, plus facilities costs. Refer to annual report for chart
- Each municipality covers their physical operations and reports the amounts to the library director annually for inclusion in the library's audit. This contribution is noted on paper as additional to the per capita amount.
- For 2025, we had to do a fairly significant wage adjustment. The board was 100% in favour. It is in line with what other municipal employees make. Part-time staff have sick time and holiday time; full-time have a benefits package through the Dauphin Chamber of Commerce

## Finances – grants and fundraising

### SCRL:

For overall fundraising, we have a fundraiser that is in all branches. Each branch will get some of the funds from the major internal fundraising projects. The funds are split evenly between branches. It is not on per capita or larger/smaller branches, because smaller branches often need as much as a larger branch. Our 50/50 raised \$5000. We've also had a quiz night, and raffles. As for what we spend it on, anything we can pick up and carry, that's what we fundraise for (including for the office and the branches). Each branch has a "project account" as a reserve fund for their needs, and that's what they use to fill specific branch needs.

For directed grants, we will apply for specific projects. An example is the [Arts, Culture and Sport in Community] grants from the province. We applied for three different projects and got all of them approved.

So, we either share the pot, or we apply for specific grants or targeted projects.

### PRL:

We've only had a couple overarching grants, coming from COVID, and those were divided equally.

Typically, our grants are focused on a specific branch. For those, the branch often takes a leadership role. The office (director and accountant) often are signatories and manage the funds, but working closely with the branch staff, as they know their spaces best.

For smaller programming grants, HQ does not get involved unless asked. The branches do that at the local level, often working with municipal partners.

## Branch autonomy and identity

### PRL:

There is a lot of autonomy at the branch level, because of both geography and history. But they also have to feel like part of the team. Communication will make or break it. We are in daily contact, by phone and email, with all our staff (check-in policy, etc.)

Staff make requests – for books their patrons want, etc. We try to meet any programming needs, to support from HQ. And the libraries work with their municipalities, in partnerships. There is a lot of local autonomy.

### SCRL:

Our branch administrators run their own programs. They determine what they have going on, what their communities want. We do have some activities that are centralized/in all branches, and our programming person does the promotion for that. For instance, our summer reading club is consistent across the branches.

If they need supplies from the office, they send a message, and we send them out with the courier. They each have a budget for programming, for decorating, and for furniture as needed. Anything that can be saved to be reused goes in the furniture category (e.g. Christmas tree). But it's up to them to keep an eye on their budget. They don't have to ask us all the time. They have the freedom to do what is best for them. Micromanaging is not the way to go.

Everybody's got great ideas, and sometimes the other branches will copy something that has worked well elsewhere.

## Library Board:

### Note:

Board composition is explicitly defined in the Public Libraries Act. Each member municipality appoints one council rep, and either one or two citizen reps.

In the case of both libraries, the board's role is more about governance, and operations are left to the library directors and staff.

### SCRL:

Our meetings are generally short and sweet, very to the point. We stay on track. We get more ideas because we hear about what Altona needs, what Winkler is doing, reports from each branch.

Our board is very professional. We've reviewed library board policy several times, especially since the book challenges. Because of the events (of 2022-23), we reviewed and updated our policies. We have some very strong policies now.

Meetings are well run, they are focused, we don't digress. The collaboration between the seven municipalities, with council reps and citizen reps, we have 14 members at our table.

New members are welcomed and do some training with the library directory. The onus is on them to read our library board policy and catch up on minutes, to read our financial statements. It works.

We have a board chair, vice chair, secretary and treasurer. And some of our council reps have alternates designated, but they don't attend the meetings unless the council rep cannot attend.

### PRL:

We have a trustee and an alternate trustee designated by each municipality. We usually have 21 at our meetings. Primarily, the main trustee is the council member, but one is their community rep.

No one is on any other committee that has 21 partner municipalities. We're unique in that way.

Our meetings are roughly 90 minutes, longer at the financial meeting. There's communication between meetings, and we get the job done. If we need something from a municipality, I'm usually in touch with the CAO, and that's it.

## Physical locations and operations

### PRL:

We have some variation between branch size and hours of operation.

The hours of operation were negotiated way back, based on population. For the smaller branches, we have some branches that are only open 12 hours a week, and then some up to 20, depending on population. The hours can be a bit different, and the buildings look a bit different too. One of our smallest branches was in a tiny cottage for the last 35 years. The municipality just moved us into a newly renovated space that's probably 3x the size, and circulation has really gone up. It's light and bright and there's space to sit, and to have story time.

We also have some larger branches, with Dauphin the largest.

Our system is based on a rotating collection. Every quarter, half of each library's shelves are packed up. And I want to say there's about 55,000 items on the truck at any given time.

It's a giant yellow truck that off we go. That was one of the most fascinating and terrifying things undertaking this because it is such a specific process of how you pack and unpack and pack the truck. It's a feat. We're on the road for eight days, four times a year and that's fresh stock for all the shelves. Half the library's brand new every three months.

*Re: new locations:* We work closely with the municipality to assess the needs and their assets, and determine if the move is feasible. It's a conversation between the library and the municipality to make sure the space is a good fit. We are concerned about location, we don't want to move backwards. In the case of the most recent move (above), the municipality was paying for space for two separate buildings for services that can work together. So now the library, and their services for seniors, are in the same building. Neither organization is open full-time, so it works. They renovated the old Town Office for us. It was sitting empty. It's a beautiful spot now. We do have some space limits, we have a little bit of a formula based on population, and we like to be on Main street, where the people are.

I was surprised when I took this job that I had a hammer and measuring tape in my desk, but I use them. We work with the municipalities on the layout and design. In Gilbert Plains, we just measured for a new circulation desk. The municipality wants us in the space, and asked what we wanted. So we drew up some diagrams and made a proposal. There's always some give and take. Now, we need more library furniture, and we apply to the municipality for that. We do the legwork, and they generally support it.

### SCRL:

Winkler is our biggest branch, at 7500 square feet. Manitou is probably our smallest, but the users of each come from all over our catchment area.

Each of our locations is different. One is in a mall; one is in the RM office in Miami. Morden, Winkler and Manitou are standalone buildings, they all have a different look and feel.

Our branch hours do vary, but we all are closed on Mondays for so we can have PD days and staff meetings. Our biggest branches are open similar hours. They all open at 10:00 every day, Tuesday to Saturday, and then close at variable hours. But we have a variety of hours and I think it works for the needs of the community.

Every week on Thursday, our courier stops at each branch, then does the route in reverse so that everybody gets the returns and holds delivered as they need.

PRL's collection rotation is daunting!

*Re: new locations:* Altona was our latest move. We went from beneath a condo building to the Altona Mall in a big retail space. It was a partnership between the library and the municipality. We couldn't do the kind of fundraising as a library that was needed, so that went through the Town, and we did some promotion, and encouraging smaller fundraising and grant applications. We moved our shelves on wagons down the street to the new building. It was a parade! We are working with a municipality about another building that needs to be demolished and we want to make sure the library is built properly. Libraries have very specific (structural) criteria they need in order to hold the books.

## Services to outlying areas (or municipalities without physical locations); non-residents

### SCRL:

We don't have the geography that PRL has, but people in our area travel all over. They live in fairly diverse rural areas, but they have to get to a centre to work, shop, school, after-school things. So the branch administrators will incorporate school schedules or community activities into their plans. We try not to do too much crossover.

We have eliminated most programming in September because school is just starting, other activities too, and there's too much going on.

Everyone in our catchment can attend everything. Even our non-residents can come to any programming, so long as they have a membership. For the few things that do have a cost associated, we make sure that people are very well aware.

Our catchment area is very travel savvy, and they know that sometimes the smaller branches have more opportunity. For instance, the popular genres of books may still be on the shelves in smaller branches but aren't in Winkler. So why not go for a drive? They really discovered this while we were dealing with a flood in Winkler library and were closed for 4 months. It's been good to open people's eyes to what a regional library really means.

Yearly, SCRL has about \$11,000 in postage costs, but ours is for Inter-Library loan (ILL). We also have \$16,000 for the courier.

Note: Inter-Library Loan generally works at no cost to the patron. The library sending the book pays the postage. Historically, the larger libraries took on the responsibility of helping smaller libraries by sharing their collections. This system works across libraries of many types (public, academic, some special libraries), and not only within Canada, but sometimes internationally.

For non-residents, the cost is \$75 for a family membership. Currently we have 230 non-resident members. Most of ours come from a municipality directly north of Winkler, which offers a partial refund of 50% of the fee. They have the same access to all the books, programs, online materials. The only difference is that, within our policies, a non-resident cannot challenge a book in our collection. Technically, they did not purchase the collection (as residents do) but have purchased the right to access the collection.

### PRL:

We had a bookmobile, but that service was discontinued in 2016. It's a shame in some ways, as we don't get out to the municipalities that don't have a library branch, but it became financially unsustainable. We know we have fairly mobile people, that are going to some of the larger centres for shopping, medical, school or work. We also know we have an aging population, and that's more evident in certain communities.

We mail books to patrons in the municipalities without branches, if they can't get into a branch.

We have a municipality that, through amalgamation, is monstrously huge. We developed a book depot in a rec facility on the other side of the municipality. That was a partnership between the local council, the Rec director, and the librarian.

We don't ask for a library card when you walk in for a program, so it's free to anyone. Everyone's welcome to be in our space, sit, read a book, use the computers, participate in a program.

PRL pays about \$12,000 annually in postage costs. It's a big budget item for us to move books between branches, through ILL, and to patrons. We rely on Canada Post and the Library Book Rate.

For non-residents, anyone can join our library system. I think we're one of the more expensive ones, at \$80 annual fee for a family membership. That allows complete access to our library. Books, electronic materials. The one limitation is that we would not mail books to non-residents.

## SCRL: Joining a regional library (Sharon):

(Note from Cathy: When the RM of Pembina approached SCRL about joining, it was about finances. Costs were going up, and they thought it would be helpful to join a bigger library. But they found out that it's not cheaper. SCRL costs were higher.)

When Manitou Library (RM of Pembina) was first approached to join, we were afraid of losing the autonomy. What controls do we lose? What is it going to do to us?

Once we joined, it was the best thing ever. We have clients who can go to any branch – people travelling to Morden or Winkler can stop at a branch. We have increased hours, our staff were paid a better wage. The shared knowledge that our librarian got. They're sharing resources, sharing ideas, sharing books. Clients are loving it, and the branch librarian still does the programming that she wants. She goes out and is very proactive in the community, with joint relationships with businesses, services to seniors. The library has grown for our clients.

We were operating on a \$20k budget from the municipality. That's all they would give us, for facilities, staff and books. It was the Council who initiated the conversation about joining SCRL. The library board had no idea until we got a call from PLS. We knew that if we joined, our resources would be better, but council would be paying more. The municipal contribution increased from \$20k to \$33,562 in the year they joined SCRL. And now it's \$43,741, or \$16.48 per capita.

The board changed in a positive way. Gaining access to more learning and resources. Seeing what other councillors and board members have brought to the table. Our meetings are generally short and sweet, very to the point. We stay on track. We get more ideas because we hear about what Altona needs, what Winkler is doing, reports from each branch.

Going from a Public Library to regional, I'm floored by the benefits for our staff and our community. The amount of resources has hugely, hugely increased.

I wouldn't go back.

## Strategic Planning:

### SCRL:

Each branch has their own strategic plan as to what they want and how to promote it in their community.

We are starting to look at a planning exercise for the whole system, after the Manitoba Libraries Conference. We want to get buy-in from staff.

## PRL:

We created our first strategic plan in 2022. We worked with Community Futures and had community engagement. There were survey questions, and the end is a big document. It's fairly cumbersome with 23 branches and competing priorities.

We created annual action plans to try to bring the conversation to the local level. It's a nuanced community approach, trying to reflect the goals and how the library is tied to the community. I'm partial to that, but I do think we need to have that overarching, big plan as well.

## Last thoughts/lessons learned

### PRL:

We're all a little different. I don't think we're necessarily experts or have all the answers, but we're available to have a conversation. I would invite anybody to give me a call anytime if you had further follow-up questions, and maybe I could point you in the direction of others who have gone through the process.

This is all we've ever known in our area, and I came into this from outside the library world. I came from rural development, with that regional perspective.

Look at what you are getting right and what you are moving into. For instance, we have very specific criteria around collection size because we rotate the collection. And we also believe in weeding our shelves. That may not be the culture everywhere, so some patrons will not be used to your style.

Try to understand others' expectations.

### SCRL:

Do your homework. Make sure that the municipalities you approach understand and are aware of what the ask is, and what is involved from both sides. Don't assume that everyone will buy into it.

Make sure that everybody understands what the benefits are, and what the possible problems could be, so they go in eyes wide open.

## Appendix I: Theoretical revenue calculations

Please see the following page for the calculations that were shared during the Working Group meetings.

Library	population	per capita amounts							
		\$10	\$12	\$14	\$16	\$18	\$20		
Ste Anne (Town)	2891	\$ 28,910.00	\$ 34,692.00	\$ 40,474.00	\$ 46,256.00	\$ 52,038.00	\$ 57,820.00		
Steinbach	17806	\$ 178,060.00	\$ 213,672.00	\$ 249,284.00	\$ 284,896.00	\$ 320,508.00	\$ 356,120.00		
Ritchot	7469	\$ 74,690.00	\$ 89,628.00	\$ 104,566.00	\$ 119,504.00	\$ 134,442.00	\$ 149,380.00		
St. Pierre Jolys	1305	\$ 13,050.00	\$ 15,660.00	\$ 18,270.00	\$ 20,880.00	\$ 23,490.00	\$ 26,100.00		
De Salaberry	3918	\$ 39,180.00	\$ 47,016.00	\$ 54,852.00	\$ 62,688.00	\$ 70,524.00	\$ 78,360.00		
Niverville	5947	\$ 59,470.00	\$ 71,364.00	\$ 83,258.00	\$ 95,152.00	\$ 107,046.00	\$ 118,940.00		
Ste. Anne (RM)	5584	\$ 55,840.00	\$ 67,008.00	\$ 78,176.00	\$ 89,344.00	\$ 100,512.00	\$ 111,680.00		
Piney	1843	\$ 18,430.00	\$ 22,116.00	\$ 25,802.00	\$ 29,488.00	\$ 33,174.00	\$ 36,860.00		
Total municipal investment		\$ 467,630.00	\$ 561,156.00	\$ 654,682.00	\$ 748,208.00	\$ 841,734.00	\$ 935,260.00		
Provincial formula: A		\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00		
B		\$ 307,630.00	\$ 401,156.00	\$ 494,682.00	\$ 588,208.00	\$ 681,734.00	\$ 775,260.00		
PLOS Grant total		\$ 359,959.50	\$ 420,751.40	\$ 481,543.30	\$ 542,335.20	\$ 603,127.10	\$ 663,919.00		
Total library revenue		\$ 827,589.50	\$ 981,907.40	\$ 1,136,225.30	\$ 1,290,543.20	\$ 1,444,861.10	\$ 1,599,179.00		

**Assumptions made:** All municipalities pay the same per capita rate  
Only the municipalities represented in the meetings are included  
Some of the amounts above are lower than the amounts libraries currently receive for funding

**Note:**  
\* \$11.66 per capita is the funding amount required to \* match\* current library needs (would not allow expansion/increase of services)  
\*library budgets reflect varying realities regarding facilities costs. A more complete understanding of current costs and intended acceptable costs would be required for an accurate comparison

\*the difference between operating revenue and expenses is generated outside of the municipal and provincial amounts

2024 library budgets:

	Revenue		Expenses
	Municipal	Provincial	
Ste. Anne	\$ 28,000.00	\$ 37,215.00	\$ 150,931.00
Jake Epp	\$ 385,680.00	\$ 187,331.00	\$ 667,611.00
Ritchot	\$ 63,450.00	\$ 80,667.00	\$ 154,350.00
Jolys	\$ 67,899.00	\$ 69,882.00	\$ 150,931.00
<b>TOTAL</b>	<b>\$ 545,029.00</b>	<b>\$ 375,095.00</b>	
		<b>\$ 920,124.00</b>	<b>\$ 1,123,823.00</b>

Note: 2025 budgets are not all available

per capita municipal (if all municipalities were contributing equally now \$ 11.66

provincial grant formula:  
 $A+(B * C)$   
 $A=20K * \#municipalities]$   
 $B=\text{total municipal}\$-A$   
 $C=\% \text{ matching. } 65\%$

## Appendix J: Sample Municipal Bylaw (simplified version)

Note 1: This is a sample bylaw written for municipalities without library service wishing to create a regional library. It will need some modification to be fully appropriate to the current situation. Changes and additions are required when considering municipalities with existing municipal or regional libraries.

Note 2: The 1975 bylaws passed for the establishment of Parkland Regional Library may also be used as a template to be updated for the creation of bylaws for a potential Southeastern Manitoba Library Regionalization project.

RURAL MUNICIPALITY OF [MUNICIPALITY] ; BY-LAW NO. X-YYYY

Being a by-law of [MUNICIPALITY] to provide for the establishment of a regional library in conjunction with [other municipalities]

WHEREAS Section 22(3) of The Public Libraries Act provides for the negotiation and execution of an agreement between municipalities passing like by-laws, for the establishment, maintenance and operation of a regional library;

AND WHEREAS Section 250(2)(d) of the Municipal Act provides for municipalities to enter into agreements with other municipalities;

AND WHEREAS the Council of the [MUNICIPALITY] deems it in the best interest of the residents of the [MUNICIPALITY] to become a member municipality of the [NAME OF LIBRARY];

THEREFORE, The Council of the [MUNICIPALITY] enacts:

1. THAT the [DESIGNATED OFFICER(S)] of the [MUNICIPALITY] shall on behalf of the [MUNICIPALITY] negotiate an agreement between the [MUNICIPALITY] and the [OTHER MUNICIPALITY] for the [continuation/establishment], maintenance and operation of the [NAME OF LIBRARY];
2. That the agreement shall provide for:
  - a. the appointment of representatives of [each MUNICIPALITY] to the [NAME OF LIBRARY] Board;
  - b. the details of the cost of maintaining, supporting, and operating of the Regional Library and the annual appointment to each municipality of its proper share thereof, on a per capita basis;
  - c. such other provisions as may be required by the Public Libraries Act, or as may be deemed necessary or advisable and are not inconsistent with said Act.

DONE AND PASSED in Council assembled at the [LOCATION], in the [COMMUNITY], in the Province of Manitoba, this [DATE] day of [MONTH], A.D. [YEAR].

THE [MUNICIPALITY]

(Signature spaces for Mayor/Reeve, and for Municipal Administrator)

Read a first time: [DATE].

Read a second time: [DATE].

(Signature space for Minister approval for Municipal Board authorization)

Read a third time: [DATE].

# Appendix K : Draft Regional Library Agreement

Note: within this appendix, highlights are indicative of the following:

- **yellow** – original template element to be updated;
- **blue** – template element updated based on decision/discussion of working group. May still need some updating;
- **fuschia** – decision to be made

## Regional Library Agreement Template

### Preamble

This agreement made in **[INSERT LOCATION]**, Manitoba, on this **[INSERT NUMBER]** day of **[INSERT MONTH]**, **[INSERT YEAR]**, between:

**Municipality #1**

AND

**Municipality #2**

(etc.)

(Collectively the Municipalities)

	Whereas <b>[MUN 1]</b> and <b>[MUN 2]</b> wish to establish a Regional Library in <b>[LOCATION]</b> , under Section 22(1) of the Public Libraries Act (C.C.S.M c. P220);
OR	Whereas <b>[MUN 1]</b> and <b>[MUN 2]</b> have partnered to create the Regional Library (RL), under the Public Libraries Act (C.C.S.M c. P220);
OR	(situation where the Regional Library exists, and a new municipal partner is being added) Note: this will change other things in the preamble as well.

AND WHEREAS **[MUN 1]** and **[MUN 2]** have given thee (3) readings to municipal by-laws stating they wish to create a Regional Library;

AND WHEREAS the Minister has approved and the Municipal Board has authorized, as per Section 22(4) of the Public Libraries Act, the creation of a Regional Library Board by **[MUN 1]** and **[MUN 2]**;

AND WHEREAS **[MUN 1]** and **[MUN 2]** have a significant investment in the existing library facility in **[LOCATION]**;

THEREFORE it is agreed between the parties, subject to the terms and conditions outlined below, that the **[MUN 1]** and **[MUN 2]** agree to create a Regional Library.

## Necessary sections:

### *Establishing the library:*

1. A regional library is to be established in accordance with the provisions of the Public Libraries Act of Manitoba, with an existing facility in [LOCATION] to serve the residents of [MUN 1] and [MUN 2] and facilities to be developed in [LOCATION]
2. The name of the regional library system shall be [NAME]

### *Regional Library Board establishment and composition:*

3. The said regional library shall be governed, supervised, controlled, operated and managed by the Regional Library Board which shall consist of two (2) electors from [each of - list all municipalities], one of whom from each participating municipality shall be a member of Council. The appointments of members to the regional board, the duties of the board shall be in accordance with Part III, Sections 24, 25, 26, and 27 of the Public Libraries Act.

### *Financial considerations:*

4. The Board shall on or before the [INSERT DATE] in each year lay before the Council of [MUN 1] and [MUN 2] a detailed estimate of the amount required by the Board to meet the expenses of maintaining and operating the Regional Library for the ensuing calendar year.
5. The annual funding required from [MUN 1] and [MUN 2] to meet the net operating costs of the Regional Library shall be divided on based on the formula below:
  - a. Definitions:
    - i. Net operating costs: the net operating costs of the Regional Library are separated into two categories:
      1. Operations costs include, but are not limited to: staffing, technology, collections, office supplies, utilities, janitorial, security system, furniture and equipment.
      2. Facilities costs include, but are not limited to: rent, mortgage, HVAC and building maintenance, snow clearing, lawn care.
    - ii. Per capita: The costs indicated shall be shared by each of the respective participating municipalities who shall contribute in accordance with the percentage which that municipality's population is of the total population of all the participating municipalities. The population of the respective participating municipalities shall be determined by using figures from the most recently available Census of Population from Statistics Canada at the time of the development of the library's budget as conforms to number 3 above.
  - b. The formula for apportionment is as follows:
    - i. Operations costs shall be shared on a per capita basis

- ii. Facilities costs shall be the responsibility of the municipality where each facility is located.
- 6. Monies allocated to the Regional Library from municipal levies and from government grants shall be expended by the Regional Library Board, provided, however, that any donation or gift received by the Board shall be expended and allocated in accordance with the wishes of the donor thereof.
- 7. Monies allocated to the regional library from municipal levies shall be paid to the library board in full by [insert date]

**Possible additional sections to be considered:**

- 1. Monies from directed fundraising held by the individual libraries prior to this agreement shall be [HELD/ST ASIDE] be used for [CAPITAL OR TECHNOLOGICAL] improvements within that branch as listed below,:
- 2. Reserve funds of current libraries
- 3. This agreement shall be retroactively binding and thus be deemed to be in force and effect from the [date]

**Physical locations and developments**

- 4. It is understood that the building which currently houses the library is [owned by/belongs to ENTITY], and the general maintenance of said building will be provided by the Regional Library Board.
- 5. The headquarters of the Regional Library shall be located in [LOCATION] and shall operate from this location. However, the relocation of the Regional Library to another site may be approved through a written agreement of [MUN 1] and [MUN 2].
- 6. In the event that expansion/new locations of Regional Library facilities are anticipated, such expansion shall be dealt with as follows:
  - a. The existing facility shall have major capital projects jointly funded by the Regional Library Board, [MUN 1] and [MUN 2]
  - b. Proposed satellite facilities in either [MUN 1] and [MUN 2] shall be funded by the Regional Library Board, [MUN 1] or [MUN 2] depending on the location of such satellite facilities.
  - c. Prior to the [MUN] utilizing any premises for the operation of their library, such premises must be approved by the Regional Library Board.
  - d. Should the [MUN] branch of the regional library purchase any land, buildings or shelving for use in the [MUN] branch of the regional library
- 7. Furniture, equipment and fixtures, purchased for the use of the Regional Library shall be the property of the Board.

**Renegotiation, Term and Termination**

- 8. Any and all covenants, undertakings and conditions herein contained may, by the request of the Board or of any of the participating municipalities, be renegotiated at the end of the term with at least 12 months notice in writing of the revision request first given.

9. Any party to this Agreement may terminate their participation in the agreement on December 31<sup>st</sup> in any year, by the giving of one (1) years' notice in writing of the proposed termination.

## Conclusion

THE AGREEMENT shall inure to and be binding upon the parties hereto, their respective successors or assigns.

IN WITNESS THEREOF, the parties hereto have hereunto affixed their corporate seals duly attested to by the signatures of their proper officers in that behalf the day and year first above written.

**MUNICIPALITY #1**

[signature space for Mayor/Reeve and Designated officer/Municipal Administrator]

**MUNICIPALITY #2**

[signature space for Mayor/Reeve and Designated officer/Municipal Administrator]

# **Library Regionalization Implications**

**2026-01-13**

## **Key Considerations (based on the proposed organization and funding model by PLS):**

1. The projected financial position for a regional library scenario would be the census population multiplied by the Regional Library (RL) per capita rate plus \$50-\$60k annually and whatever capital contributions that come up after that.
  - a. Typical Library Operating Expenses that the City would remain responsible for if JEL regionalized have averaged about \$52k annually over the last 5 years.
2. The final financial position will largely depend on the per capita rate that the Regional Library (RL) office would charge.
  - o The per capita rate coming from the RL will also change based on:
    - the number of municipalities participating due to the 2023 PLOS Grant update (copy of the regulation follows);
    - costs associated with RL office space and staff;
    - composition of the participating municipalities.
      - If a large RM having no overhead were to participate and to contribute, they bring the RL per capita rate down.
  - o Some example scenarios are provided at the end of this report.
3. Based on the estimate of facility expenses above (\$50-60k annually) an RL per capita rate of \$17 brings the City contribution to about \$358k annually. 2026 budgeted net cost to fund JEL factoring in the recently proposed increase, is about \$360k. All this to say that an RL per capita rate of \$18 or higher means the City pays more to be a part of the regional library system than it would on its own.
4. The current provincial grant formula caps JEL at the level of grant funding received in 2023 unless or until the grant formula would say that JEL should receive more but that is a long way off. See Att. Public Libraries Allocation of Grants Regulation section 3(2) and 3(3).
  - a. If the City were to participate in the RL, it could make sense to continue contributing at the current budgeted level for a year or two to maintain the option for this level of grant funding in the event that the City decided to go back out on its own.

5. Capital expansions for regional libraries are cost shared between municipalities and the regional library board.
  - The report provided by the province includes an assumption that libraries should be about 1 square foot per capita in size - meaning that the Steinbach library would be undersized by about 6,000 square feet. (est. population of 20k, current size of 14,000 square feet). This area standard does not appear to be feasible.
6. The legislation and regulation documentation is vague as to any de-regionalization process, or what the provincial funding support would be in such a scenario.
7. The proposed PLS model appears to be based only on a plan of regionalizing all communities in southeastern Manitoba.
8. There appears to be limited information in the documentation respecting the broad scale financial implications or expectations for the setup and operation of physical library facilities in each participating municipality.
9. City Council presently has full control and authority over the operations of the JEL. The governance model to be used for any regional library would provide each participating municipality with one vote, regardless of population or whether there is a physical library located within the municipality.

**RL Per Capita Rate background info for context:**

The regional library report include notes from a conversation with staff from the South Central Regional Library (SCRL – 5 branches in 7 municipalities) and the Parkland Regional Library (PRL – 23 branches in 21 municipalities).

- In 2025, SCRL charges \$16.48 per capita and PRL charges \$10.83 per capita (page 25).

**Conclusion**

JEL could cost the City less than is presently budgeted for 2026 if the RL per capita rate is less than \$17 and would cost more otherwise. Where the actual RL per capita rate would land is difficult to predict with the information available at this time. The hypothetical scenarios also assume that participating municipalities grow at a similar rate

# Library Regionalization Funding Scenarios

1/13/2026

<b>8 Municipalities</b>							
Library	Pop.	\$14	\$16	\$18	2024 Muni Contr.	PLOS Grant	Total Revenue Required
Steinbach	17806	249,284	284,896	320,508	393,893	187,331	581,224
Mun 1	7469	104,566	119,504	134,442	63,450	80,667	144,117
Mun 2	5947	83,258	95,152	107,046	-		-
Mun 3	5584	78,176	89,344	100,512	-		-
Mun 4	3918	54,852	62,688	70,524	33,950		33,950
Mun 5	2891	40,474	46,256	52,038	28,000	37,215	65,215
Mun 6	1843	25,802	29,488	33,174	-		-
Mun 7	1305	18,270	20,880	23,490	16,965	69,882	86,847
<i>Regional Staff Costs (est. \$25k per municipality)</i>						200,000	200,000
<b>Total Muni Investment (T)</b>		<b>654,682</b>	<b>748,208</b>	<b>841,734</b>	<b>536,258</b>	<b>375,095</b>	<b>1,111,353</b>
Provincial	<b>A (M)</b>	160,000	160,000	160,000	<b>Regional charge ~\$14 per capita</b>		
Formula	<b>B (T-M)</b>	494,682	588,208	681,734	<b>City Grant ~\$304k</b>		
	<b>C</b>	65%	65%	65%			
<b>PLOS Grant Total</b>		<b>481,543</b>	<b>542,335</b>	<b>603,127</b>			
<b>Total Library Revenue</b>		<b>1,136,225</b>	<b>1,290,543</b>	<b>1,444,861</b>			

<b>5 Municipalities - similar to current cost to operate JEL</b>							
Library	Pop.	\$14	\$16	\$18	2024 Muni Contr.	PLOS Grant	Total Revenue Required
Steinbach	17806	249,284	284,896	320,508	393,893	187,331	581,224
Mun 1	7469	104,566	119,504	134,442	63,450	80,667	144,117
Mun 2	5947	83,258	95,152	107,046	-		-
Mun 3	5584	78,176	89,344	100,512	-		-
Mun 5	2891	40,474	46,256	52,038	28,000	37,215	65,215
<i>Regional Staff Costs (est. \$25k per municipality)</i>						125,000	125,000
<b>Total Muni Investment (T)</b>		<b>555,772</b>	<b>635,168</b>	<b>714,564</b>	<b>485,343</b>	<b>305,213</b>	<b>915,556</b>
Provincial	<b>A (M)</b>	100,000	100,000	100,000	<b>Regional charge ~\$13.50 per capita</b>		
Formula	<b>B (T-M)</b>	455,772	535,168	614,564	<b>City Grant ~\$295k</b>		
	<b>C</b>	65%	65%	65%			
<b>PLOS Grant Total</b>		<b>396,252</b>	<b>447,859</b>	<b>499,467</b>			
<b>Total Library Revenue</b>		<b>952,024</b>	<b>1,083,027</b>	<b>1,214,031</b>			

<b>4 Municipalities</b>							
Library	Pop.	\$14	\$16	\$18	2024 Muni Contr.	PLOS Grant	Total Revenue Required
Steinbach	17806	249,284	284,896	320,508	393,893	187,331	581,224
Mun 1	7469	104,566	119,504	134,442	63,450	80,667	144,117
Mun 3	5584	78,176	89,344	100,512	-		-
Mun 5	2891	40,474	46,256	52,038	28,000	37,215	65,215
<i>Regional Staff Costs (est. \$25k per municipality)</i>						100,000	100,000
<b>Total Muni Investment (T)</b>		<b>472,514</b>	<b>540,016</b>	<b>607,518</b>	<b>485,343</b>	<b>305,213</b>	<b>890,556</b>
Provincial	<b>A (M)</b>	80,000	80,000	80,000	<b>Regional charge ~\$17 per capita</b>		
Formula	<b>B (T-M)</b>	392,514	460,016	527,518	<b>City Grant ~\$358k</b>		
	<b>C</b>	50%	50%	50%			
<b>PLOS Grant Total</b>		<b>276,257</b>	<b>310,008</b>	<b>343,759</b>			
<b>Total Library Revenue</b>		<b>748,771</b>	<b>850,024</b>	<b>951,277</b>			

<b>3 Municipalities</b>							
Library	Pop.	\$14	\$16	\$18	2024 Muni Contr.	PLOS Grant	Total Revenue Required
Steinbach	17806	249,284	284,896	320,508	393,893	187,331	581,224
Mun 1	7469	104,566	119,504	134,442	63,450	80,667	144,117
Mun 5	2891	40,474	46,256	52,038	28,000	37,215	65,215
<i>Regional Staff Costs (est. \$25k per municipality)</i>						75,000	75,000
<b>Total Muni Investment (T)</b>		<b>394,338</b>	<b>450,672</b>	<b>507,006</b>	<b>485,343</b>	<b>305,213</b>	<b>865,556</b>
Provincial	<b>A (M)</b>	60,000	60,000	60,000	<b>Regional charge ~\$20 per capita</b>		
Formula	<b>B (T-M)</b>	334,338	390,672	447,006	<b>City Grant ~\$411k</b>		
	<b>C</b>	50%	50%	50%			
<b>PLOS Grant Total</b>		<b>227,169</b>	<b>255,336</b>	<b>283,503</b>			
<b>Total Library Revenue</b>		<b>621,507</b>	<b>706,008</b>	<b>790,509</b>			

This is an **unofficial version**. If you need an official copy, use the bilingual (PDF) version.

As of December 2, 2025, this is the most current version available.

This is the first version. It has been in effect since April 1, 2024.

**Note:** Earlier consolidated versions are not available online.

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## Public Libraries Allocation of Grants Regulation, M.R. 134/2023

*The Public Libraries Act*, C.C.S.M. c. P220

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Regulation 134/2023

Registered August 25, 2023

### Definitions

1 The following definitions apply in this regulation.

**"Act"** means *The Public Libraries Act*.

**"fiscal year"** means the period beginning on April 1 of one year and ending on March 31 of the following year.

**"library collection materials"** includes material in printed, electronic or digital form that may be shared with or used by a patron of a public library.

**"operating grant"** means a grant made in respect of the expenses connected with the normal operations of a public library as approved by the minister, excluding capital expenditure for building, land and the purchase of vehicles.

**"participating municipality"** means, subject to section 2, a municipality that has

- (a) established a municipal public library under section 9 of the Act; or
- (b) entered into an agreement respecting its participation in a regional library under section 23 or 29 of the Act.

**"public library"** means a municipal public library established under section 9 of the Act or a regional library, and includes the public libraries operated by The City

of Winnipeg.

**Application — participating municipality**

**2** To be included as a participating municipality in the formula in subsection 3(1) for a fiscal year, a municipality must have contributed at least \$3.75 per capita of funding to its public library in the preceding calendar year.

**Annual operating grant**

**3(1)** Subject to subsection (2), the operating grant payable to a public library in a fiscal year is determined in accordance with the following formula:

$$A + (B \times C)$$

In this formula,

A is the lesser of T and M where

T is the total of the amounts of funding that the public library received from each participating municipality in the previous calendar year, and

M is \$20,000 multiplied by the number of participating municipalities;

B is the greater of zero and the amount determined by the following formula:

$$T - M$$

C is, for the number of participating municipalities set out in the first column of the following table, the percentage set out opposite in the second column:

<b>Number of participating municipalities</b>	<b>Percentage</b>
1 or 2	25%
3 or 4	50%
5 to 10	65%
more than 10	75%

**3(2)** If the operating grant amount for a public library for a fiscal year, as calculated under subsection (1), is less than the amount the public library received in the fiscal year immediately preceding the coming into force of this regulation, then the public library's operating grant for the fiscal year is the amount the public library

received in the fiscal year immediately preceding the coming into force of this regulation.

**3(3)** Subsection (2) applies in a fiscal year only if the total municipal funding received by the public library in the previous calendar year equals or exceeds the amount of municipal funding received by the public library in the calendar year that immediately preceded the coming into force of this regulation.

### **Grants re City of Winnipeg public libraries**

**4(1)** Despite section 3, the operating grant payable in a fiscal year in respect of the public libraries operated by The City of Winnipeg is the amount determined in accordance with the following formula, to a maximum of \$4,000,000:

D + E

In this formula,

D is 15% of the total of all expenditures in the previous calendar year on library collection materials and salaries of employees who provided or delivered library services on-site at a city library;

E is \$10,000 for each full-time equivalent credentialed librarian employed in a city library.

**4(2)** In subsection (1), a "**credentialed librarian**" means a person who holds a master's degree in the field of library and information studies issued by an American Library Association-accredited institution.

### **Eligibility**

**5** To be eligible to receive an operating grant under this regulation, a public library must

- (a) apply for the grant in the form and manner, and at the time, approved by the minister;
- (b) submit the library board's most recent approved estimate under clause 21(c) or 27(c) of the Act on or before July 1 of the year for which it seeks a grant;

- (c) submit its previous year's audited financial statements at the time specified by the minister; and
- (d) participate in a library resource-sharing program approved by the minister.

## Repeal

6 The *Public Libraries Allocation of Grants Regulation*, Manitoba Regulation 279/87, is repealed.

## Coming into force

7 This regulation comes into force on April 1, 2024.

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## Purchase of Land - 148 Hanover Rd E

### Administration

RFD #: 20260001

Council Meeting Date: 01/20/2026

Created: 01/13/2026

Resolution #:

Author: Troy Warkentin

Resolution 1st:

Last Updated: 01/15/2026

Resolution 2nd:

Status: Pending

### Summary

Subject: Purchase of Land - 148 Hanover Rd E

Purpose:

To consider the purchase of a parcel of land at 148 Hanover Road E for municipal purposes.

Recommendation:

Recommendation for City Council is to approve the purchase of 148 Hanover Road E for the price of \$450,000.00 as provided for in the attached offer to purchase with possession to be June 18, 2026.

City Manager Comments:

Administration has considered the parcel of land available for purchase. It is approx. 6.7 acres in size and contains a 5,400 sq.ft. shop on the site. This parcel is located immediately east of the Steinbach Landfill Facility. The site is suitable for existing municipal and future landfill facility purposes.

### Background

Background Reports: - See Appendix 1 for Attachments

Response Options:

### Implications of Recommendation

Financial:

Funding for the purchase price would be provided by the City's Environmental Reserve Fund

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# Appendix 1

## Background Reports

- Offer to Purchase
- Supplementary Info
- Site Image



**POSSESSION**

- 3. (a) Possession shall be given by 10:00 a.m. on the 18 day of June, 2026 (the "Possession Date") and the tax adjustment date (including the current year's local improvement levies if any) and other adjustments shall be the 18 day of June, 2026.
- (b) Unless otherwise agreed to, such possession shall mean vacant of any persons occupying the Property and with all fixtures and goods and chattels not included in this transaction removed from the Property.
- (c) Unless otherwise specified in this Offer, at the time of possession, the Property and all included items will be in substantially the same condition they were in at the date of this Offer.

**SELLER'S PROMISES AS TO TITLE AND OWNERSHIP**

- 4. The Seller promises that at the time of possession:
  - (a) The Property will not be subject to any mortgage, encumbrance or other interest which is registered against the title to the Property or which is valid or enforceable against the Property without being so registered ("Claim"), excepting only for the following:
    - i) any mortgage herein agreed to be assumed as part of the purchase price;
    - ii) any private or public building or use restriction caveat with which the Property complies;
    - iii) any easement, the existence of which is apparent on inspection of the Property;
    - iv) any public utility caveat protecting a right-of-way for a service to which the Property is connected;
    - v) any Claim which it is the Seller's responsibility hereunder to remove as a condition of closing;
    - vi) any Claim which may be caused by or is the responsibility of the Buyer; and
    - vii) (Insert any other exceptions, including tenancies): none
  - (b) All included fixtures and goods and chattels will be owned by the Seller free from any security or other interest (including any rental contract) except as follows: none and the Buyer shall assume responsibility for all such security or other interests from and after the Possession Date.
  - (c) The Seller will be or be entitled to be rightfully in actual and personal peaceable possession and occupation of the whole of the Property (except for any tenancies agreed to be assumed by the Buyer).

**CONDITIONS BENEFITING THE BUYER**

- 5. This agreement is terminated unless the following conditions for the benefit of the Buyer are fulfilled or waived:
  - (a) ~~That any mortgage shown as to be arranged can be so arranged by the Buyer by \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_; and~~
  - (b) Others (for example, a permit from the Highway Traffic Board) — if no others, state "None"  
subject City of Steinbach Council approval of purchase by Feb 4, 2026 10:00 pm  
(attach schedule if necessary)

**CONDITIONS BENEFITING THE SELLER**

- 6. This agreement is terminated unless the following conditions for the benefit of the Seller are fulfilled or waived (if none, state "None"):  
None

**CONDITIONS GENERALLY**

- 7. (a) The party responsible for fulfilment of a condition will exercise reasonable efforts to fulfill the condition.
- (b) Upon fulfilment of a condition, the benefited party shall give written notice of fulfilment.
- (c) If this agreement is terminated under any of paragraphs 5, 6 or 8 (a) (i), then the Seller will direct the Brokerage to return the deposit to the Buyer without deduction.
- (d) The party benefited by a condition may waive fulfilment of that condition, provided that such party does so in writing before the end of the time within which such condition is to be fulfilled. If the benefited party does not so waive and does not give notice of fulfilment with respect to such condition, then such condition will be deemed to be not fulfilled. Any written waiver or notification with respect to any condition for the benefit of the Buyer may be given to either the Seller or the Listing Brokerage and any written waiver or notification with respect to any condition for the benefit of the Seller may be given to either the Buyer or the Buyer's Brokerage.

**MUTUAL PROMISES AND GENERAL PROVISIONS**

- 8. (a) (i) The Property until the time of possession shall remain at the risk and responsibility of the Seller. If the Property suffers substantial damage which is not repaired before the time of possession to substantially the same condition it was in prior to the damage occurring, the Buyer may terminate this agreement.
- (ii) The Buyer shall not be bound to assume, nor the Seller to transfer, any policy of insurance on the Property.
- (b) If either party (the "Defaulting Party") is in breach of their obligations hereunder then the other party (the "Aggrieved Party") shall be entitled to exercise whatever remedies the Aggrieved Party may have by virtue of the default. Where the Defaulting Party is the Buyer, the Seller shall be entitled to retain the deposit as the Seller's own property, but whether or not the Seller has then terminated or thereafter terminates the Seller's right and obligation to sell and the Buyer's right and obligation to purchase under this agreement by virtue of the Buyer's default, such retainer of the deposit shall not itself constitute a termination of this agreement and shall not restrict the Seller from exercising any other remedies which the Seller may have by virtue of the Buyer's default, including the right to claim damages from the Buyer which the Seller sustains in excess of the deposit.
- (c) (i) Each of the Seller and the Buyer authorize each other, their respective solicitors, the Listing Brokerage and the Buyer's Brokerage to pay and deliver to their respective solicitors, any money or documents due in connection with this transaction and for so doing, this shall be their full and sufficient authority and the receipt of each such solicitor respectively shall be a good discharge therefor.
- (ii) In closing this transaction, the Seller's solicitor and the Buyer's solicitor may by agreement impose and undertake trust conditions upon each other.
- (d) (i) Time shall in all respects be of the essence hereof.
- (ii) This agreement shall be binding upon and shall enure to the benefit of the Seller and the Buyer and each of their respective successors, assigns and personal representatives.
- (iii) This agreement contains all of the promises, agreements, representations, warranties and terms between the parties relating to the transaction hereby contemplated, and:

  
Buyer's initials

  
Seller's initials

- (A) anything not included in writing in this agreement will have no force or effect whatsoever;
- (B) any amendment made to this agreement will have no force or effect whatsoever unless it is in writing and signed by each of the parties hereto;
- (C) in making this Offer, the Buyer relies entirely on the Buyer's personal inspection of the Property and the Seller's promises contained (and only those contained) in this Offer.
- (iv) The Seller's promises contained in this agreement which the Seller and Buyer agree will survive and continue in effect after the closing of this transaction are clauses 3 (c), 4 (b) and 4 (c). Any exception or any additional promises intended to survive closing are as follows (if none, state "none"):

**vendor warrants all plumbing heating electrical are in working order on possession date**

(v) All references to times in this agreement mean Manitoba time.

**REPRESENTATIONS BY BROKERAGE**

9. The Listing Brokerage or the authorized representative(s) of the Listing Brokerage has made the following promises, undertakings or guarantees to the Buyer (if none, state "None")

none

If any such promise, undertaking or guarantee is made and breached, this will not, unless otherwise specified, constitute a breach by the Seller or by the Buyer of their obligations under this Agreement.

**USE AND DISCLOSURE OF SALE INFORMATION**

10. The Buyer and Seller consent to the collection, use and disclosure of the personal information regarding the Property and this transaction by the Brokerage(s) for reporting, appraisal and statistical purposes, and if the Property is listed on the Multiple Listing Service® of any real estate board or association of which the Brokerage is a member, consent is also given to that board or association for the same purposes.

**DEADLINE FOR ACCEPTANCE BY SELLER**

11. This Offer, if not accepted by 2:30 p.m. on the 12 day of January, 2026, shall expire.

**OTHER TERMS**

12. none

**THIS OFFER IF ACCEPTED IS A LEGALLY BINDING CONTRACT: READ IT ALL BEFORE YOU SIGN**

Signed by the Buyer at 2:30 p.m. on the 9 day of January, 2026.

Witness \_\_\_\_\_ Buyer X \_\_\_\_\_  
 Witness \_\_\_\_\_ Buyer City of Steinbach Troy Wankentin  
 Name of Buyer's Solicitor \_\_\_\_\_

**ACCEPTANCE:**

13. The Seller hereby accepts the above Offer or accepts the above Offer subject only to the following amendments ("Counter-offer") which must be accepted by the Buyer by \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. (If none, state "None"):

offer Accepted as written

**SELLER'S DIRECTIONS TO BROKERAGE AND SELLER'S SOLICITOR REGARDING COMMISSION**

By the Seller's signature below, the Seller acknowledges (and agrees) to pay to the Listing Brokerage above named an agreed commission of 4% plus applicable Goods and Services Tax (State in terms of percentage of total purchase price or dollars). The Seller directs and authorizes the Listing Brokerage to retain and apply in payment of the commission which the Seller will owe to the said Brokerage in connection with the purchase and sale transaction the deposit or so much thereof as is required to pay such commission at the time specified in the listing agreement between the Listing Brokerage and the Seller or when permitted by applicable law. The Seller further directs and authorizes the Seller's solicitor named below to pay promptly to the Listing Brokerage any unpaid balance of the commission out of the sale proceeds as soon as the same are properly payable to the Seller. The Seller agrees not to revoke the foregoing directions and authorizations unless such revocation is agreed to in writing by the Listing Brokerage.

Signed by the Seller at 4:30 pm on the 9 day of Jan, 2026.

Witness \_\_\_\_\_ Seller X \_\_\_\_\_  
 Witness \_\_\_\_\_ Seller Elvin Wiebe  
 Name of Seller's Solicitor Alan Stuart

[Signature] Buyer's initials

[Signature] Seller's initials

**ACCEPTANCE BY BUYER OF COUNTER-OFFER**

The Buyer hereby accepts the above Counter-Offer.

Signed by the Buyer at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Witness \_\_\_\_\_ Buyer \_\_\_\_\_

Witness \_\_\_\_\_ Buyer \_\_\_\_\_ **City of Steinbach**

**NOTE:** If the Buyer wishes to accept the Counter-offer (if any) but subject to any additional terms or conditions, this will constitute a counter counter-offer and the Buyer should submit an entirely new Offer to Purchase.

**HOMESTEADS ACT**

The parties are advised that if the property is a "homestead" within the meaning of *The Homesteads Act*, and if the ownership of both spouses or common-law partners is not registered on the title to the Property, the spouse or common-law partner whose name is not on title but has homestead rights in the Property must consent to the disposition (below) or provide a Release of Homestead Rights in accordance with that Act.

**HOMESTEADS ACT CONSENT TO DISPOSITION AND ACKNOWLEDGMENT**

I, the spouse or common-law partner of the Seller, consent to the disposition of the homestead effected by this instrument and acknowledge that:

- 1.  I am the first spouse or common-law partner to acquire homestead rights in the property.  
OR
- A previous spouse or common-law partner of my current spouse or common-law partner acquired homestead rights in the property but those rights have been released or terminated in accordance with *The Homesteads Act*.
- 2. I am aware that *The Homesteads Act* gives me a life estate in the homestead and that I have a right to prevent this change of the homestead by withholding my consent.
- 3. I am aware that the effect of this consent is to give up my life estate in the homestead to the extent necessary to give effect to this change of the homestead.
- 4. I execute this consent apart from my spouse or common-law partner freely and voluntarily, without any compulsion on the part of my spouse or common-law partner.

_____	_____	_____
Name of Spouse or Common-Law Partner	Signature of Spouse or Common-Law Partner	Date

_____	_____	_____
Witness	Signature of Witness	Date

A Notary Public in and for the Province of Manitoba / A Commissioner for Oaths in and for the Province of Manitoba.

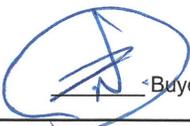
My commission expires: \_\_\_\_\_

Or other person authorized to take affidavits under the Manitoba Evidence Act (specify): \_\_\_\_\_

**BROKERAGE'S RECEIPT FOR DEPOSIT PAID IN CASH** (Not required if deposit paid by cheque)

\_\_\_\_\_ (insert name of Brokerage) hereby acknowledges receipt of the above cash deposit, (and undertakes to pay it over to the Listing Brokerage on the next business day following the acceptance of the Offer). (Delete Undertaking if receipt given by Listing Brokerage.) Said deposit shall be held in trust by the Brokerage or Brokerages receiving it as specified in paragraphs 2(d) and 2(e) of this Offer.

Signature of Broker, Associate Broker or Salesperson

 Buyer's initials

 Seller's initials

## ACKNOWLEDGEMENT OF LIMITED JOINT REPRESENTATION

Brokerage Providing Real Estate Services		Person Receiving Real Estate Services	
Name:	RE/MAX Performance Realty	Name:	City Of Steinbach
Address:	246 Main St Steinbach MB	Name:	Troy Robyn Warkentin
Representative:	Jay Keith Unger	Address:	225 Reimer Av Steinbach

### 1. Address of Property

<input type="checkbox"/>	If I am a seller, the address is:
<input checked="" type="checkbox"/>	If I am a buyer, the address is: <b>148 Hanover Rd Steinbach MB</b>
<input type="checkbox"/>	If I am a buyer, the address is unknown.
Check the appropriate box above and complete where applicable.	

### 2. Date this Acknowledgement and Agreement is Given

The acknowledgement and agreement made on the 9 day of January, 2026.

### 3. Acknowledgement and Agreement

I acknowledge and agree:

1. The Brokerage represents me and is providing real estate services to me pursuant to a written service agreement.
2. I have been told that the Brokerage may be placed in a conflict of interest arising from one or more of the following situations:
  - a) If I am a seller, and a buyer who may be interested in my property is represented by and/or is receiving real estate services from the Brokerage; or
  - b) If I am a buyer, and:
    - (i) the Brokerage also represents and/or is providing real estate services to the seller of certain property I am interested in buying; or
    - (ii) the Brokerage also represents, and/or is providing real estate services to another buyer who may be interested in the same property that I am interested in buying.
3. If any of the above circumstances apply to me, I agree that the Brokerage may continue to represent me and provide real estate services to me while representing and/or providing real estate services to the other party in a limited joint representative capacity on the terms and conditions set out below:
  - a) If a situation described in Clause 2a) or 2b) (i) arises, the Brokerage/salesperson representative will not disclose to me, nor to the other party involved, the motivation of the seller to sell or the buyer to buy, the price and terms that the other party may agree to, or the terms and conditions of competing offers or negotiations.
  - b) If a situation described in Clause 2b) (ii) arises, the Brokerage/salesperson representative shall not disclose to the other buyer my motivation to buy, nor shall they disclose to me the motivation of the other buyer to buy, the price and terms that any other buyer may offer, or any other information regarding the other buyer's offer.
  - c) The Brokerage/salesperson will be obligated to inform any other party involved in any of the above circumstances about these terms and conditions that apply when the Brokerage/salesperson representative represents me and provides real estate services to me and represents and/or provides real estate services to any other party in the same potential transaction.
  - d) The Brokerage/salesperson shall also obtain the consent of any other party to the limited joint representation described herein.
  - e) The Brokerage/salesperson involved will be required to deal with me and any other party fairly and impartially.



**Service Agreement – Form A  
Real Estate Trading Services – Buyer or Seller**

**1. Identity of the Parties to this Agreement**

Brokerage Providing Real Estate Services		Person Receiving Real Estate Services	
Name:	Remax Performance Realty	Name:	Steinbach of City
Address:	246 Main St Steinbach MB	Name:	Troy Robyn Warkentin
Representative:	Jay Keith Unger	Address:	225 Reimer Av Steinbach MB
Contact Details:	204-371-9013	Contact Details:	

**2. Description of the Services to Be Provided**

a) <input checked="" type="checkbox"/>	Finding real estate for the person
b) <input checked="" type="checkbox"/>	Finding another person to engage in a trade in real estate
c) <input checked="" type="checkbox"/>	Showing or making representations about the real estate
d) <input checked="" type="checkbox"/>	Advising on the appropriate price for the real estate
e) <input checked="" type="checkbox"/>	Negotiating the price or other terms of a trade in real estate
f) <input checked="" type="checkbox"/>	Presenting offers to purchase or sell respecting a trade in real estate
g) <input checked="" type="checkbox"/>	Receiving deposit money paid in respect of the real estate
h) <input type="checkbox"/>	Other:

Check the boxes that apply to the Services to be provided. Use box h) to add or expand upon the Services, where applicable.

**3. Date this Agreement is Made and the Date it Expires**

a)	This agreement is made on the <u>9th</u> day of <u>January</u> , 20 <u>26</u> .
b)	This agreement will expire at _____ on the <u>9th</u> day of <u>January</u> , 20 <u>28</u> .

**4. Any Rights by Either Party to Terminate this Agreement Before it Expires**

The right to terminate this agreement before it expires is:	
a) <input checked="" type="checkbox"/>	Upon written notice of termination sent by you to the Brokerage or by the Brokerage to you
b) <input type="checkbox"/>	Neither you nor the Brokerage have the right to terminate this agreement before it expires
c) <input type="checkbox"/>	Other:

Check the applicable box and if c) is checked, then provide details. Only one box is to be checked. If no box is checked, or if more than one box is checked, or if c) is checked but not completed then only a) will be deemed to have been checked.

**5. Description of the Terms of Payment or Compensation to be Provided to the Brokerage**

The Brokerage will be compensated in the following manner for providing the Services:

- a)  If you are a buyer, there is no requirement for you to pay the Brokerage any remuneration. The Brokerage will receive the remuneration offered, if any, from the person you purchase real estate from.
- b)  If you are a buyer, you will pay the Brokerage \_\_\_\_\_ per cent of the purchase price plus GST upon the completion of the transaction for real estate you agree to purchase during the term of this agreement.
- c)  If you are a buyer, you will pay the Brokerage a fixed amount of \$\_\_\_\_\_ plus GST upon the completion of the transaction for real estate you agree to purchase during the term of this agreement.
- d)  If you are a seller, you will pay the Brokerage \_\_\_\_\_ per cent of the sale price, plus GST in accordance with the terms of the Listing Agreement you entered with the Brokerage.
- e)  If you are a seller, you will pay the Brokerage a fixed amount of \$\_\_\_\_\_ plus GST in accordance with the terms of the Listing Agreement you entered into with the Brokerage.

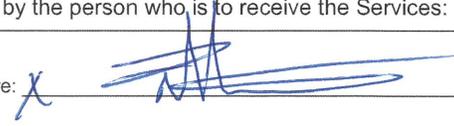
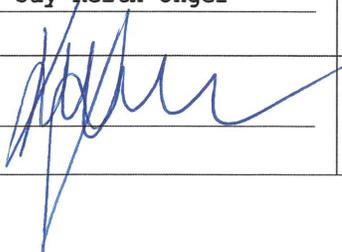
Only one box is to be checked, and where applicable, completed.

**6. Other Terms**

The following additional terms will apply to this agreement:

none

**7. Signatures of the Parties**

Signed on behalf of the Brokerage providing the Services:	Signed by the person who is to receive the Services:
Representative name: <u>Jay Keith Unger</u>	Signature: 
Representative signature: 	Signature: _____

A-391 Main St Steinbach  
(204) 228-9235  
info@southeastenvirotesting.com

# FINAL REPORT

**\*\* All testing is performed at Southeast Enviro Testing \*\***

*PLR - Preliminary Report*  
*LR - Lab Report*  
*LRF - Lab Request Form*  
*RLR - Revised Lab Report*

Date/Time Received				Date of Report			
15	December	2025	15:22	16	December	2025	
Client		Contact		Phone Number		Email Address	
Remax		Keith Unger		204-326-4322		keith@ungerrealty.ca	
Sampling Address							
148 Hanover							
LAB ID							
S2347							

Reference Method:

IDEXX: Colilert: Coliform/E. coli Enzyme substrate test - Standard Methods 9223 - 2023

The laboratory shall be responsible for all the information provided in the report, except when information is provided by the customer. Data provided by a customer shall be clearly identified. The information supplied by the customer can affect the validity of results. Samples are tested as received and results relayed to only the items tested. Results only related the items which were tested. The report shall not be reproduced except in full, without the approval of the laboratory can provide assurance that parts of a report are not taken out of context.

**Tested and Reviewed By Kayleigh Hradowy**



**Reviewed and Released By Shannon Ens**



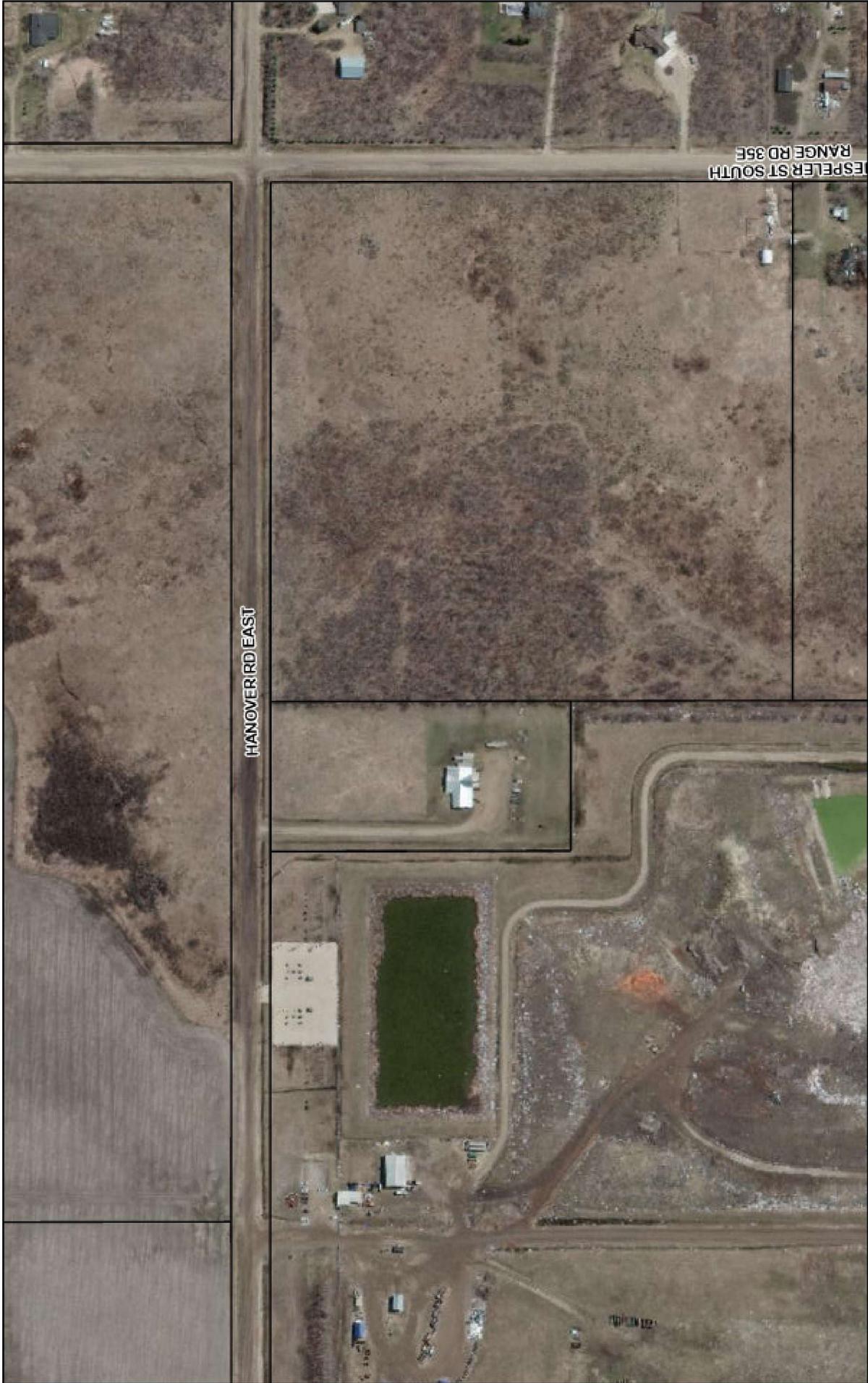

MPN/mL = most probable number per 100 mL
<1 (0) = Nothing Detected = (PASS) Total Coliforms <1 & E-Coli <1 as per Canadian Drinking Water Guidelines
>1 = Detection = Non Potable Water (FAIL)

LAB ID	S2347	Matrix	Water	Test Code	TCE-Q
Analysis Date		16	December		2025

Sample Fraction	Sample Description				
1	Well Water				
Analyte	Test Result	Unit	Sampling Date/Time		
Total Coliforms	<1 (0)	MPN / mL	15	December	2025
E-Coli	<1 (0)	MPN / mL	1:15 PM		
PASS - No Coliforms or E-Coli Detected					

PAGE 2/2  
END OF REPORT

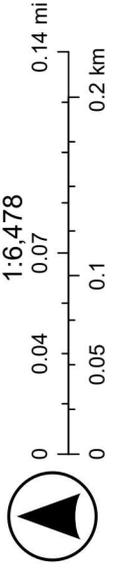
# ArcGIS Web Map



2026-01-13, 3:02:02 p.m.

 Parcels

World\_Hillshade



Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N. Robinson, NCEAS, NLS, OS, NMA, Geodatasysteisen, Rijkswaterstaat, GSA, Geoland,

# Re-zoning File # By-Law 2266

## Administration

**RFD #:** 2025001099 **Last Updated:** 11/27/2025 10:30:05 AM  
**Created:** 7/29/2025 12:23:21 PM **Status:** Approved  
**Author:** Justina Gell

	Council Meeting Date	Resolution #	Moved By	Seconded By
<b>First Reading:</b>	Oct 21, 2025	R25-199	Michael Zwaagstra	Damian Penner
<b>Second Reading:</b>	Nov 18, 2025	R25-221	Susan Penner	Bill Hiebert
<b>Third Reading:</b>				

## Council Decision:

**RESOLVED**

That the City of Steinbach give second reading to By-Law 2266, subject to a development agreement.

## Subject:

## Summary

### Purpose

The purpose of By-Law 2266 is to re-zone the subject properties from 'RLD' Residential Low Density to 'RMD' Residential Medium Density to allow a multi-family building to be constructed on the site.

### Recommendation

Recommendation is to give By-Law 2266 third reading.

## Background

### Relevant Policy

Notices pursuant to The Planning Act have been completed, and no registered objections were received as of the writing of this report. Any objections received after the writing of this report will be submitted to City Council as part of the public hearing process.

## Reports

### City Manager Report

Rezoning By-Law 2266 – 635/641 Main Street

The application for the two subject properties under By-Law 2266 seeks to rezone the existing parcels of land from RLD – Residential Low Density to RMD – Residential Medium Density. The subject properties are designated Residential Policy Area under the City's Official Community Plan.

The properties and neighborhood are serviced with public sewer and water. The proposed development will be subject to the City's multi-family infill policy requirements. A residential structure exists at 635 Main Street with the other lot being vacant land. The application indicates that the existing structures on the land are to be demolished with a new multi-unit residential development to be built.

There have been two recent multi-unit developments completed in the neighborhood – 600 Main Street (6 units) and 593 Main Street (20 units).

This application is being made along with variance file V-2025-32, with the public hearings for both files to be held concurrently.

It is recommended that Council approve third reading to By-Law 2266 subject to a development agreement.

## City Planner Report

By-Law 2266 635 & 641 Main Street

### *Location:*

635 & 641 Main Street

### *Current Designation & Zoning:*

The property is currently designated 'Residential Policy Area' in the Official Community Plan.

The property is currently zoned 'RLD' Residential Low Density.

### *Current Zoning Requirements*

#### *'RLD' Residential Low Density*

The Residential Low Density (RLD) district is intended to accommodate primarily single and two-family residential developments and associated or compatible uses.

Site area-6600 sq feet

Site width-60 feet

Front yard-25 feet

Rear yard-25 feet

Side yard (regular)-4 feet

Side yard (corner)-8 feet

### *Proposed Zoning Requirements-'RMD' Residential Medium Density*

#### *'RMD' Residential Medium Density*

Residential Medium Density is intended for single-family, two-family and low-rise multiple family units and associated or compatible uses.

Site area-10,000 sq feet

Site width-75 feet

Front yard-25 feet

Rear yard-25 feet

Side yard-regular-4 feet

Side yard-corner-8 feet

Coverage-50%

Height-3 storeys

### *Proposed Development Details*

Number of buildings-1

Total number of residential units-36

Parking stalls required-59 parking stalls, 45 stalls proposed

Sanitation-minimum 1 garbage, 1 recycling

Landscape and buffering- buffering required, parking lot landscaping required, multi-family infill policy requirements

All landscape and buffering requirements will be a condition of the building permit process which will include a building code plan review, zoning by-law review, and an engineering department review of the final plans.

### *Comments/Recommendations*

The applicant is proposing to rezone the subject properties from 'RLD' Residential Low Density to 'RMD' Residential Medium Density to allow for the development of a 36-unit multi-family residential building.

This proposal represents another instance of transitioning single-family lots to multi-family development within this neighbourhood. This would not be the first multi-family development approved in the area. In 2023, a rezoning at 600 Main Street was approved to permit a six-unit multi-family building. Additionally, a multi-family project is currently under construction at the corner of Main Street and Goossen Avenue.

The proposed development is a two-storey building comprised entirely of one-bedroom units. While the application meets all zoning setback requirements, the site plan shows fewer parking stalls than required

under the zoning by-law. Therefore, the applicant intends to apply for a variance to address the parking shortfall. The subject properties fall within the scope of the City's Multi-Family Infill Policy. Should the rezoning be approved, the development proposal would be subject to further review to ensure compliance with the policy's criteria.

Although the immediate surrounding properties are predominantly zoned for single and two-family dwellings, there is existing multi-family housing across the street and further west along Main Street. The continued introduction of multi-family developments into this older neighbourhood reflects the broader infill strategy and housing intensification goals.

The rear  $\pm 60$  feet of the subject properties are encumbered by a City easement for an existing water line. The City has long-term plans to develop an active transportation pathway along this corridor. If the project is approved, the City will secure the rear 15 feet of the property to facilitate this future pathway connection. This approach is consistent with past development along the north side of Main Street, where land has been secured for this purpose during redevelopment.

It is recommended that Council give third reading to By-Law 2266.

## **MEMO**

**October 15, 2025**

**To: Rezoning By-Law 2266**

**From: Aaron Rach – City Engineer**

**Re: #635 & 641 Main Street Rezoning Comments**

### **Property Access**

635 Main Street is currently serviced with a 4.75m wide concrete approach off Main Street and 641 Main Street is serviced with a 5m wide gravel approach. A new concrete approach would have to be installed with a minimum width of 7.62m at the property line. The Developer will be responsible for all costs associated with constructing the 6" reinforced or 8" non-reinforced concrete access approach off Main Street, which includes but is not limited to construction of new curb and gutter where required, removal of existing approaches, boulevard sodding, and restoration of any areas affected by construction.

### **Water Servicing**

The existing lots are each currently serviced with a 25mm water service from the Main Street water main. The proposed development must be serviced with a minimum 50mm water service. The Developer will be responsible for all costs associated with the water service improvements, as well as formally abandoning all existing water services.

### **Sewer Servicing**

The existing #635 lot is currently serviced with a 100mm sewer service from the Main Street wastewater sewer main. The existing #641 lot is currently serviced with a 150 mm sewer service from the Main Street sewer main. The proposed development must be serviced with a minimum 150mm sewer service. The existing sewer service for 641 Main Street could potentially be reused after confirming the size and condition. The Developer will be responsible for all costs associated with sewer service improvements, as well as formally abandoning any existing sewer services not used for these lots.

### **Land Drainage**

The Developer will be responsible to ensure that drainage, in the immediate area of these lots, functions properly. A professionally prepared "Lot Grading & Site Servicing Plan" will have to be submitted and approved by the City, for each lot, prior to issuance of building permits.

### **Garbage Pickup**

This lot would receive regular commercial garbage collection.

I have no other comments or concerns at this time.

# Appendix

## Implications of Recommendation

- Sketches/Drawings
- By-Law 2266



3D FRONT



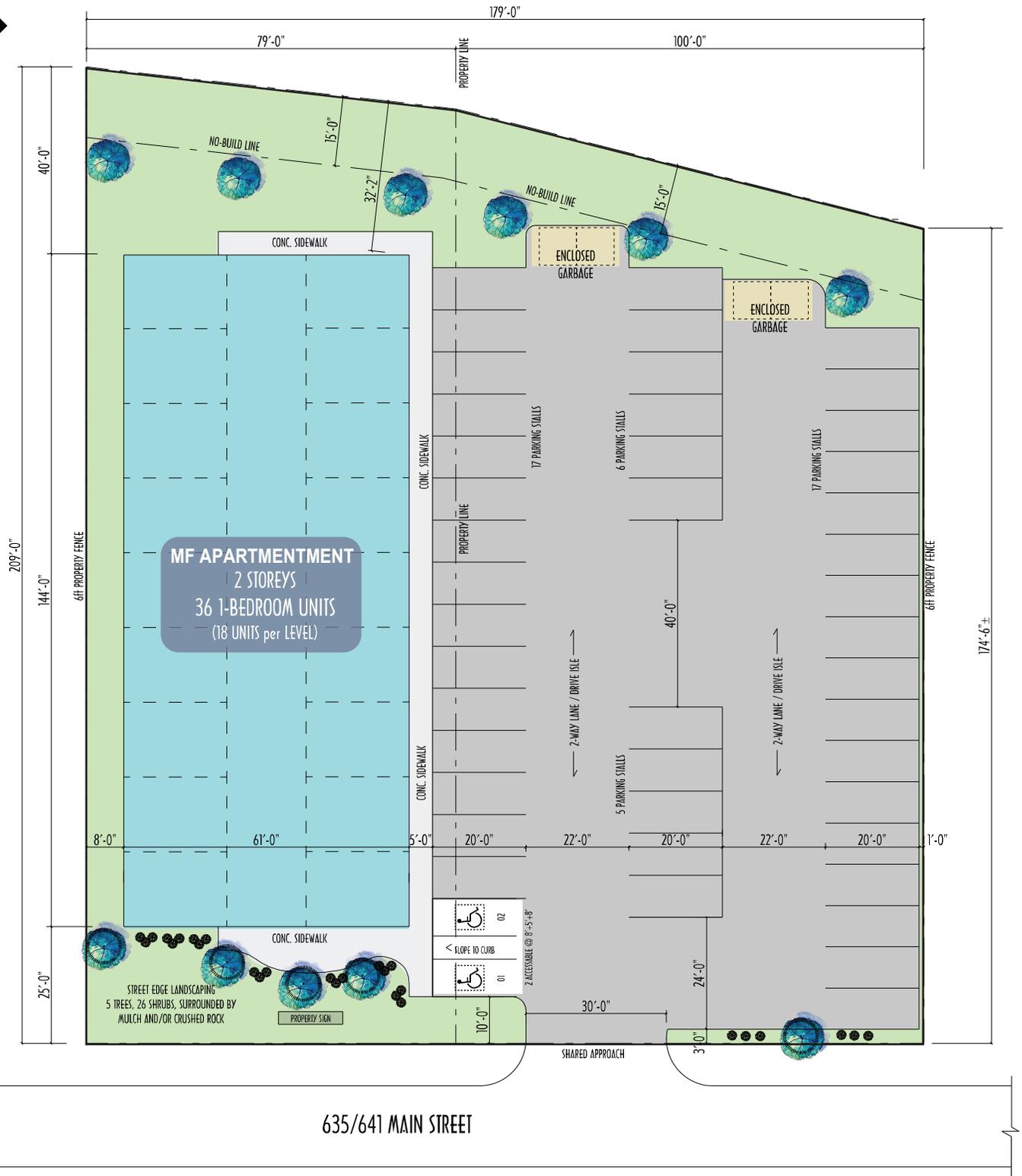
PROPOSED EXTERIOR 3D | MULTI-FAMILY | 635/641 MAIN STREET

COMMUNITY DESIGN BY

**HILLSIDE**  
*Custom*

~ AND ~

**LEGACY**  
INVESTMENT DEVELOPMENT & MANAGEMENT



## PROPOSED SITE PLAN

36 1-BEDROOM UNITS  
45 STALLS PROVIDED  
1.25 STALLS per UNIT PROVIDED

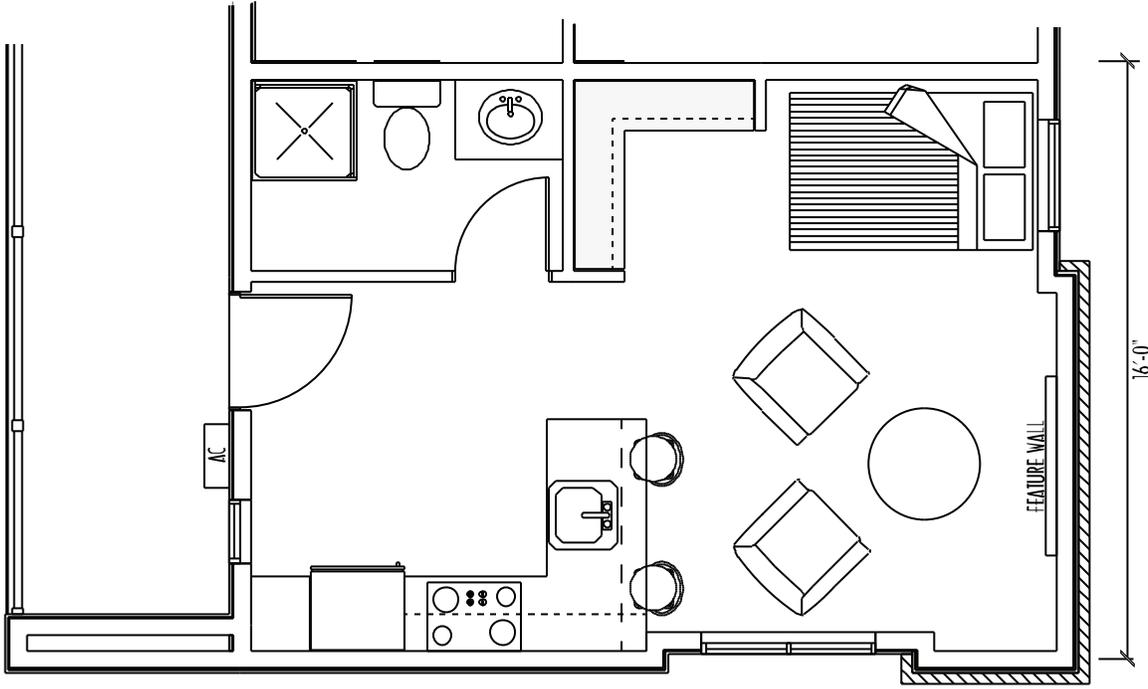
## PROPOSED PLAN | MULTI-FAMILY | 635/641 MAIN STREET

COMMUNITY DESIGN BY

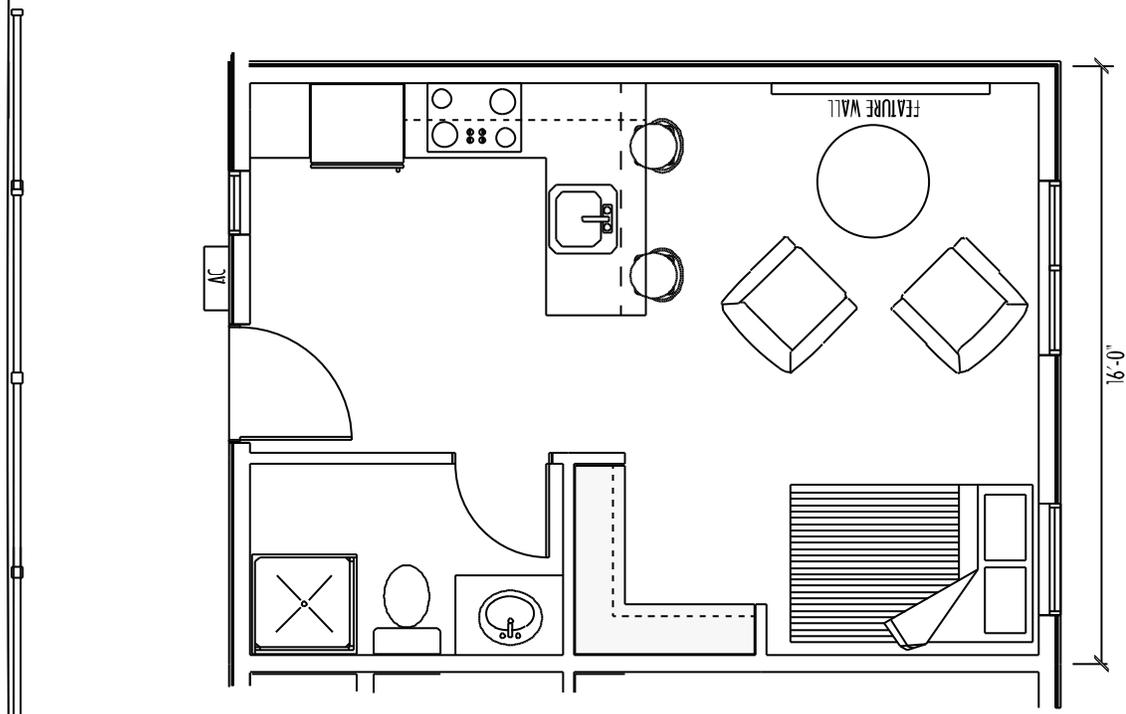
**HILLSIDE**  
*Custom*

~ AND ~

**LEGACY**  
INVESTMENT • DEVELOPMENT • MANAGEMENT



PREMIUM STUDIO SUITE



STANDARD STUDIO SUITE

SUITE TYPES | MULTI-FAMILY | 635/641 MAIN STREET

**CITY OF STEINBACH**

**By-Law No. 2266**

**BEING A BY-LAW** of the City of Steinbach to amend the Steinbach Zoning By-Law 2100 regulating the use of land and location of buildings and structures in the City of Steinbach.

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

**AND WHEREAS** Council deems it desirable and necessary to amend certain areas of the City of Steinbach.

**NOW THEREFORE** the Council of the City of Steinbach in meeting duly assembled, enacts as follows:

- 1. **THAT** the City of Steinbach Zoning Map, as amended is hereby further amended in order that:

Lot 15 Block 3 Plan 6754 Excl SE 46.5 feet and Lot 16 Block 3 Plan 6754 Excl NW 10 feet be rezoned from 'RLD' Residential Low Density Zone to 'RMD' Residential Medium Density Zone.

- 2. **THAT** this by-law be subject to a development agreement.

**DONE AND PASSED** in Council duly assembled, this \_\_\_\_ day of \_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Manager

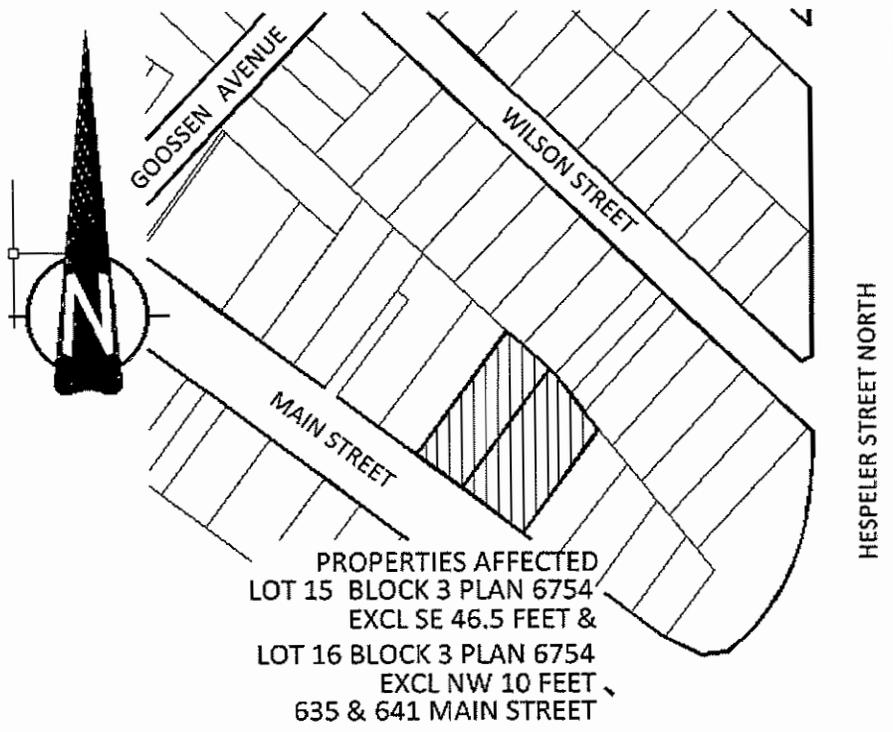
Read a first time this 21st day of October, 2025.  
Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2025.  
Read a third time this \_\_\_\_ day of \_\_\_\_\_, 2025.

Certified copy of By-Law 2266, given first reading on the 21st day of October, 2025.

\_\_\_\_\_  
City Clerk

Certified copy of By-Law 2266, given third reading on the \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
City Clerk



**CITY OF STEINBACH**

SCHEDULE "A"

OF BY-LAW NUMBER 2266  
 AMENDING THE STEINBACH ZONING BY-LAW 2100 MAP

LEGEND  Area affected by By-Law 2266

**Rezone:** Lot 15 Block 3 Plan 6754 Excl SE 46.5 feet and Lot 16 Block 3 Plan 6754 Excl NW 10 feet

**From:** 'RLD' Residential Low Density

**To:** 'RMD' Residential Medium Density

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

RESOLVED that 2021 be the designated year for the purposes of tax sales of real property for 2026.

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

RESOLVED THAT pursuant to By-Law 2169 of the City of Steinbach TAXervice Inc. be appointed to manage property tax arrears recovery for the City of Steinbach;

BE IT FURTHER RESOLVED THAT pursuant to By-Law No. 2169 of the city of Steinbach, Donna Zinkiew, Vice President of TAXervice Inc., be appointed Tax Sale Manager for the City of Steinbach;

BE IT FURTHER RESOLVED THAT the appointment of the Tax Sale Manager is for 2025 tax sale purposes.

# Re-zoning File # By-Law 2245 Zoning By-Law

## Administration

**RFD #:** 2025001068 **Last Updated:** 12/30/2025 2:32:22 PM  
**Created:** 3/4/2025 10:02:16 AM **Status:** Approved  
**Author:** Lacey Gaudet

	Council Meeting Date	Resolution #	Moved By	Seconded By
<b>First Reading:</b>	Apr 01, 2025	R25-071	Susan Penner	Damian Penner
<b>Second Reading:</b>	Apr 01, 2025	R25-072	Jac Siemens	Jake Hiebert
<b>Third Reading:</b>				

## Council Decision:

**RESOLVED**

That the City of Steinbach give second reading to By-Law 2245 as amended, being the Zoning By-Law.

## Subject:

## Summary

### Purpose

The purpose of By-Law 2245 proposes a variety of updates to the City of Steinbach Zoning By-Law as a result of a detailed review and consideration of the City's land use policies.

### Recommendation

It is recommended that Council give By-Law 2245 third reading.

## Background

### Relevant Policy

Notices pursuant to The Planning Act have been completed, and no registered objections were received as of the writing of this report. Any objections received after the writing of this report will be submitted to City Council as part of the public hearing process.

## Reports

### City Manager Report

### Steinbach Zoning By-Law 2245

Pursuant to direction from City Council and the approval of funding in 2023, administration has completed an update along with the City's consultants of Steinbach Zoning By-Law 2100. The City reviews its land use policies within its Zoning By-Law every five years to coincide with the legislated review required for its Official Community Plan.

City Council considered and commented on several drafts of this document during the review and amendment process. Several opportunities for public engagement and input were also incorporated into this review.

A full version of By-Law 2245 is also attached.

After the City's public hearing regarding By-Law 2245 was completed, objections registered by the neighboring RM of Hanover, RM of La Broquerie, and the RM of Ste Anne to the bylaw prompted a further requirement that a public hearing be held by the Manitoba Municipal Board. This was completed on October 1, 2025. The Manitoba Municipal Board has issued its Order No. B-25-010 dated November 28, 2025 in response to the hearing, which confirms By-Law 2245 as presented.

As a result of the Municipal Board report approving the bylaw as presented, administration recommends that City Council give Steinbach Zoning By-Law 2245 third reading. Giving By-law 2245 third reading also repeals current Zoning By-Law 2100.

## City Planner Report

### Zoning By-Law 2245

Over the last two years administration has been in the process of updating and making changes to the City of Steinbach Zoning By-Law. The amendments were introduced to Council at the Strategic Priorities Committee November 2024. An Open House was held in January 2025 to receive information and comments from the public and to answer questions regarding the proposed changes.

Following the public hearing held in April 2025, objections were received from the municipalities of Hanover, La Broquerie, and Ste. Anne, resulting in a Municipal Board hearing. The Municipal Board has since issued its recommendation, with no changes required, thereby authorizing the City to proceed with third reading and adoption of Zoning By-Law No. 2245.

The new Zoning By-Law introduces several changes that will impact development and require additional steps for certain projects. It should be noted that these amendments are the result of recurring situations encountered over time. The intent of the policy changes is not to create unnecessary barriers to development, but rather to ensure consistency and establish a level playing field for all development applications.

Accordingly, it is recommended that Council give third reading to Zoning By-Law No. 2245 and repeal Zoning By-Law No. 2100.

### Changes to the Zoning By-Law

#### Major Text Changes:

Completely re-organized the by-law, improving way finding and reducing overlap

Number of pages has been reduced from 155 to 106 pages

Added setback requirements as per Provincial legislation from the lagoon and landfill

Added new use classifications into the use table:

Data processing centre (bitcoin mining) -Conditional Use in M1, M2, M-MX

Industrial multiplex-Conditional Use in M1, M2, M-MX

Solar energy generating systems-Permitted Use in all zones attached to principal building

Detached secondary suites-Conditional Use in DR1, DR2, RR-S, RR

Emergency residential shelter-Conditional Use in R-MX, C1, C2, C3, C4, C-MX, EI Under current Zoning By-Law 2100,

Emergency residential shelter is listed as a definition but is not shown as a use under Table 4-1 Use Table.

As part of the review process and based on current trends in the city it made the most sense to add the definition as its own use within the Use Table.

In the Central Business District (CBD) POD, reduce required parking by 1/3 for all uses and exempt new uses in existing buildings from minimum parking requirements.

Permitted multi-unit dwellings with commercial uses on the ground floor as a permitted use in the CBD POD.

Removed the commercial component requirement on the main floor for multi-use buildings located in the Transitional POD.

Updated and simplified required yards in the 'C4' Commercial Highway Zone.

Added a maximum floor area for accessory buildings in the 'DR1' Development Reserve 1 and 'DR2' Development Reserve 2 Zones.

#### Major Map Changes:

Made the following map changes:

Steinbach Arts Council from 'O' Open Space to 'E/I' Educational/Institutional

Event Centre from Transitional POD to CBD POD and from C1 to C2

K.R. Barkman Park: removed from CBD POD

Cleaned up existing lots that are split zoned

Ensure that all mapping changes reflect all re-zoning applications

Reduced the CBD and Transitional POD on the east and south side of Main Street

#### Proposed Revisions

There are two proposed revisions suggested to By-Law 2245 that are not currently shown in the draft:

Revise 'Personal Services' to be a conditional use in the 'M1' Light Industrial Zone and 'M-MX' Industrial Mixed Use Zone whereas currently they are listed as a Permitted Use; and

Add 'Body Modification' as a conditional use in the 'M1' Light Industrial Zone and 'M-MX' Industrial Mixed Use whereas

currently it is listed as not permitted.

The industrial parks within the city have seen substantial growth and expansion over the last 10 years. The city is continuing to create additional industrial lots to keep up with the demand. And while we are seeing continued industrial growth, there is also growth with uses that are on the commercial spectrum. The intent of the industrial park is to encourage industrial uses to locate as they are limited to the areas of the city in which they are permitted to locate. While other uses can take occupy space within the 'M1' Light Industrial Zone it should be a matter of discretion. Presently retail sales is a conditional use within the 'M1' zone while 'Personal Services' are a permitted use. Personal services are defined as:

*“means establishments that provide services to the general public, and in which any retail sale of merchandise associated with the service provided is incidental to the provision of services, but not including a ‘body modification’, ‘cheque-cashing facility’, ‘funeral chapel, mortuary or crematorium’, ‘medical/dental/optical/counselling clinic’ or ‘adult service or entertainment establishment’”.*

The intent of the change is not limit the uses that locate within the 'M1' Light Industrial Zone, the reason for the change is to ensure that any non-industrial uses are locating in proper locations and all bylaws are being followed. This follows along the same idea as making Industrial Multi-Unit a conditional use within the 'M1' Zone.

Similar to 'Personal Services', 'Body Modification' which is currently not permitted in any industrial zone, administration is proposing to add it as a conditional use in both the 'M1' Light Industrial and 'M-MX' Industrial Mixed Use Zone to allow consistency with other uses that are currently permitted or conditionally permitted in the 'M1' Light Industrial Zone.

It is recognized that the spaces within the industrial parks are a more affordable option for smaller business operations and offer various size options that are not readily available within the commercial zones in the city. And while we do not want to discourage commercial growth of any kind within the city, it should be at the discretion of the city where specific businesses are permitted to locate.

# Appendix

## **Implications of Recommendation**

- Municipal Board Order
- By-Law 2245

**The Municipal Board**

1144 – 363 Broadway  
Winnipeg MB R3C 3N9  
Phone: 204-945-2941  
Fax: 204-948-2235  
[www.gov.mb.ca/mr/municipal\\_board](http://www.gov.mb.ca/mr/municipal_board)

November 28, 2025

Amanda Dubois  
City Clerk  
City of Steinbach  
225 Reimer Avenue  
Steinbach, MB R5G 2J1

Dear Amanda Dubois:

**RE: OBJECTION BY PUBLIC AUTHORITY TO ZONING BY-LAW NO. 2245 OF THE CITY  
OF STEINBACH  
FILE NO. 25B3B-0002**

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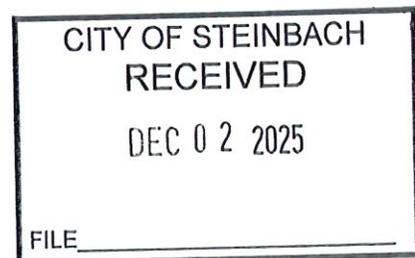
We enclose for your information a copy of Municipal Board Order Number B-25-010 with respect to the above mentioned matter.

Yours truly,



Erin Wills  
Secretary/Chief Administrative Officer

EW/amn/enclosure



THE MUNICIPAL BOARD OF MANITOBA  
**DECISION AND ORDER**

**DECISION DATE:** November 28, 2025

Order No. B-25-010  
File Nos. 25B3B-0002

**MATTER:** Zoning By-law  
*The Planning Act*, Section 78(1)

**LOCAL AUTHORITY:** The City of Steinbach

**BY-LAW NO.:** 2245

**HEARING DATE:** October 1, 2025

**PANEL:** Chris Fulsher, Acting Chair  
Daryl Carry, Member  
George Gray, Member

**PARTIES AND APPEARANCES:**

*for the City of Steinbach*

Troy Warkentin, City Manager  
Lacey Gaudet, City Planner

*for the Community Planning Branch*

Ellen Enns, Regional Manager, Steinbach Office

*for the Rural Municipalities of Hanover, La Broquerie and Ste. Anne*

Dianne Himbeault, Planning Consultant

**INTRODUCTION**

The matter before The Municipal Board (the "Board") is in regard to the City of Steinbach (the "City") Zoning By-law No. 2245 (the "Proposed By-law") which adopts a new zoning by-law and repeals Zoning By-law 2100 (the "Zoning By-law").

Objections were filed against the Proposed By-law with the City, including objections from public authorities. Pursuant to Section 78(1) and Section 78(2) of *The Planning Act* (the "Act"), the City referred the objections to the Board on May 7, 2025 (the "Referral").

**BACKGROUND**

On April 1, 2025, the City held a public hearing regarding the Proposed By-law (the "April 2025 Public Hearing"). A joint objection letter was filed at the April 2025 Public Hearing on behalf of the Rural Municipalities of Hanover, La Broquerie, and Ste. Anne (the "Public Authorities"). The Board will refer to the joint objection as the "Public Authorities Objection". Forty letters of objection

from eligible persons were also filed at the April 2025 Public Hearing and four eligible persons appeared to speak to their objections (the "Public Objections").

The City proceeded with First and Second Reading to the Proposed By-law on April 1, 2025 immediately following the April 2025 Public Hearing. After Second Reading, the City received seventeen further objections (the "Further Objections") from eligible persons to the Proposed By-law. The City then referred the Public Authorities Objection to the Board pursuant to Section 78(1) of the Act and the Further Objections pursuant to Section 78(2) of the Act on May 7, 2025. The Board held a public hearing in Steinbach on October 1, 2025 (the "Hearing") to hear the Referral and receive representations regarding the Proposed By-law.

### **ISSUE**

Whether the Board should confirm, refuse to confirm, or require Council to alter the Proposed By-law, with or without terms or conditions.

### **LEGISLATION**

The following Sections of the Act are relevant to these proceedings:

#### **Zoning by-law required**

**68** Unless the municipality is part of a planning district that has adopted a district-wide zoning by-law under section 69, a municipal council must adopt a zoning by-law that is generally consistent with the development plan by-law and any secondary plan by-law in effect in the municipality.

#### **General development requirements**

**71(2)** A zoning by-law must prescribe general development requirements for each zone having regard to any permitted or conditional use for the zone, and in prescribing those requirements, the board or council must consider

- (a) the development plan by-law and any secondary plan by-law;
- (b) the character of the zone;
- (c) the nature of the existing or proposed uses of land and buildings in the zone; and
- (d) the suitability of the zone for particular uses.

#### **Requirement for third reading**

**77.1(1)** If the board or council refers an objection under subsection 76(5) or 77(5), it must not give the by-law third reading unless

- (a) the Municipal Board makes an order under clause (4)(a) confirming the parts of the by-law that were the subject of the objection; or
- (b) the board or council, as the case may be, complies with an order of the Municipal Board under clause (4)(b) (alteration of by-law).

### Hearing

**77.1(2)** Subject to subsection 24(3.2) of *The Municipal Board Act*, within 120 days after receiving an objection, the Municipal Board must hold a public hearing to receive representations from any person in respect of the objection.

### Order

- 77.1(4)** The Municipal Board must make an order
- (a) confirming or refusing to confirm any part of the by-law that was the subject of the objection; or
  - (b) directing the board or council to alter the by-law in the manner the Municipal Board specifies to address any representations on the objection made at the hearing.

The order may be subject to any terms or conditions the Municipal Board considers advisable.

### Notice of decision

**77.1(6)** The Municipal Board must make the order within 60 days after the hearing is concluded and must send a copy of the order to the board or council that referred the objection and to every person who made a representation at the hearing held under subsection (2).

### Objections from public authorities

**78(1)** Despite sections 76 and 77, an objection to a zoning by-law received from any of the following must be referred to the Municipal Board and dealt with in accordance with the procedure set out in section 77.1:

- (a) the minister;
- (a.1) the regional planning board, if any land within its region is subject to the zoning by-law;
- (b) the board of a planning district;
- (c) the council of a municipality;
- (d) the Government of Canada.

### Transfer of objections

**78(2)** When an objection is referred to the Municipal Board under

subsection (1), any other objection to the by-law must also be referred to the Municipal Board.

### **SUBMISSIONS**

#### **The City of Steinbach**

Lacey Gaudet, City Planner, made the following submission:

- The review of the Zoning By-law was done concurrently with a review of the Official Community Plan adopted by By-law No. 2099 (the “Old OCP”).
- By-law No. 2244, to adopt a new Official Community Plan (the “New OCP”) was prepared concurrently with the Proposed By-law. The New OCP was approved by the Minister of Municipal and Northern Relations without amendment on August 28, 2025 (the “Ministerial Approval”) and Third Reading to By-law No. 2244 was given on September 16, 2025.
- The Zoning By-law was adopted in 2018.
- The Proposed Zoning By-law was prepared as the result of the reviews of the Zoning By-law and the Old OCP.
- Over the past two years the City has provided multiple opportunities for the public, including neighbouring municipalities (the “Neighbouring Municipalities”), to review and comment on the proposed changes to both the Zoning By-law and the Old OCP. These included a public engagement session in September of 2023 and an Open House in January of 2025.
- No formal comments or concerns were expressed by the Neighbouring Municipalities prior to the filing of the Public Authorities Objection.
- Ms. Gaudet provided the following documents:
  - A summary document outlining the major changes from the Zoning By-law to the Proposed By-law.
  - A copy of the Public Authorities Objection which referred to both the Proposed By-law and the New OCP.
  - The Ministerial Approval of the New OCP.
  - The New OCP.
  - A letter from the City to The INN Inc. dated December 6, 2024; regarding the impact of the Proposed By-law on The INN Inc.’s plans to develop an emergency residential shelter (the “Emergency Residential Shelter”) at a particular location in the City.
- Several objections from eligible persons regarding the Proposed By-law were raised at the April 2025 Public Hearing that were specific to the proposed Emergency Residential Shelter at a specific location in the City.
- Emergency Residential Shelter is defined in the Zoning By-law; however, it is not a listed use in the Zoning By-law Use Table 3-1.
- The Proposed By-law clarifies the definition of the Emergency Residential Shelter and allows it as a Conditional Use in a number of

- zones in the City.
- At the April 2025 Public Hearing The INN Inc. confirmed, however, that it had revised its plans and no longer intended to build the Emergency Residential Shelter but rather develop transitional housing.
  - In Council's view, all areas of concern raised in the objections have been addressed.
  - The City Planner Report sets out the following major changes sought in the Proposed By-Law:

Part A: Administration (pages 2–13)

- Complete reorganization of the bylaw.
- Elimination of overlap and redundant policies; number of pages reduced from 155 to 106.
- Removed permit requirement for decks anchored to a structure equal to or less than 2 feet above (2.7.g).
- Added note for lot line definitions that Designated Officer shall determine lot lines for irregular shaped lots.

Part B: Zoning Districts

Central Business District (6.2)

- Required parking may be reduced by 1/3 for all uses in the Central Business District (CBD) (6.2).
- Design review considerations have been added:
  - Buildings should be oriented towards the street with entryways facing and connecting directly to the sidewalk.
  - Architectural details, differentiated materials, and glazing on the ground floors of buildings are encouraged. Blank, at-grade street wall conditions exceeding 19.7 feet (6 m) in length should not be permitted on any street-facing building façade.
- New uses proposed in buildings that existed prior to the adoption of this by-law are exempt from parking requirements, except that the amount of accessory parking that existed prior to establishment of the new use shall not be reduced; except where renovation exceeds 50 percent of the structure's assessed value, it is no longer exempt from parking requirements (6.2.11.c).
- Removed the requirement for street edge landscaping (7.6.8).
- Permitted mixed-use dwellings as-of-right in the CBD, still requiring commercial on the main floor.

Transitional POD District (6.3)

- Permitted offices and personal services as-of-right.
- Permitted restaurants and clinics as-of-right in existing buildings (previously required a conditional use).
- Required conditional use approval for drinking establishments (previously permitted).

- Added design review consideration: buildings should be oriented towards the street with entryways facing and connecting directly to the sidewalk.
- Required parking may be reduced by 1/3 for all commercial uses (currently applies only to commercial uses within a multi-story mixed-use building).
- Permitted multi-unit residential as a stand-alone use (previously required commercial on the ground floor).

### Part C: Development Standards

#### General Development Standards

##### Parking (7.11)

- Replaced requirements that were based on hard-to-measure metrics (e.g., number of chairs).
- Increased parking requirements for high schools and warehouses.
- Allowed electric vehicle charging stations to be counted as parking spaces; a maximum of two stations per lot can be counted towards parking requirements.
- Required all multi-family buildings, including those that can be subdivided, to be hard surfaced.

##### Setback Standards (7.17)

- Added clarification that no accessory buildings or their projections can be closer than 2 feet from any property line (7.13.2).
- Permitted projections (Table 7-7) added that window wells are permitted into side yard setback up to 2 feet and introduced a maximum length of 8 feet for cantilevers to a maximum of 16 square feet.

##### Use Specific Development Standards (Table 10-1)

- Addition of new classifications:
  - Data processing centre (bitcoin mining) - Conditional Use in M1, M2, M-MX.
  - Industrial multiplex - Conditional Use in M1, M2, M-MX
  - Solar energy generating systems - Permitted Use in all zones attached to principal building.
  - Detached secondary suites - Conditional Use in DR1, DR2, RR-S, RR.
  - Emergency residential shelter - Conditional Use in R-MX, C1, C2, C3, C4, C-MX, EI:
    - Currently the definition of Emergency residential shelter appears in Zoning By-Law 2100; however, it is not shown as a use within the Use Table. Part of the update to the Zoning By-Law is to update the

definition and add the specific use within Table 10-1 of By-Law 2245.

**Dimensional Standards (Table 10-2)**

- Changed side yard setback for a corner lot in the 'RSU' Residential Single Use Zone to 8 feet.
- Added note requiring two-unit dwellings on corner lots to have a minimum site width of 70 feet.

**Dimensional Standards for Accessory Buildings (Table 10-3)**

- Amended maximum floor area in the DR1 and DR2 zones to 1000 square feet.

**Part D: Zoning Maps**

Made the following map changes:

- Steinbach Arts Council from 'O' Open Space to 'EI' Educational/Institutional.
- Event Centre from Transitional POD to CBD POD and from C1 to C2.
- K.R. Barkman Park: removed from CBD POD.
- Cleaned up existing lots that are split zoned.
- Ensure that all mapping changes reflect all re-zoning applications.
- Reduced the CBD and Transitional POD on the east and south side of Main Street.

**Part E: Definitions**

- Removed definitions for terms that are not used.
- Eliminated contradictory definitions.
- Combined uses to eliminate overlap including the following:
  - Park and dog park.
  - Auto repair, services, sales and rental & auto parts and supplies, sales.
  - Greenhouse, plant or tree nursery = landscape/garden contractor & landscape or garden supplies.
  - Recreation service, indoor & recreation service, outdoor = community/recreation centre; sports or entertainment arena/stadium, outdoor; amusement enterprise, outdoor; and amusement enterprise, indoor.
  - Revise definition of social services facility and emergency residential shelter, and add new definition of supervised consumption site.
- According to the minutes of the April 2025 Public Hearing, in Item 10.4 Ms. Gaudet recommended two revisions to the Proposed By-law as follows:
  - A revision to change "Personal Services" to a Conditional Use within the "M1" Light Industrial Zone and "M-MX" Industrial Mixed Use Zone.

- A revision to add "Body Modification" as a Conditional Use within the "M1" Light Industrial Zone and the "M-MX" Industrial Mixed Use Zone. (the "City Planner Recommendations")
- Following Second Reading to the Proposed By-law, a Notice of Action was issued by the City inviting further objections. The Further Objections were filed with the City.
- The Public Authorities Objection pertains to the City's proposed changes to the Old OCP. The Public Authorities Objection does not identify any specific concerns or provisions respecting the Proposed By-law.
- The Proposed By-law does not propose any zoning changes to land uses adjacent to shared municipal boundaries.
- There are no changes to the boundaries of the commercial area, or the industrial area and no boundary lands with neighbouring municipalities are being rezoned.

### **Community Planning Branch**

Ellen Enns, Regional Manager, made the following submission:

- The Community Planning Branch submitted a Planning Report to Council dated March 28, 2025 regarding the Proposed By-law (the "Planning Report").
- The Proposed By-law had been circulated to various government agencies and departments seeking comments and/or concerns with the Proposed By-law. No concerns were identified.
- The Proposed By-law is generally consistent with the New OCP.
- The Community Planning Branch recommended two minor amendments to the Proposed By-law:
  - "Recreation Centre, Indoor" and "Recreation Centre, Outdoor" be added as Conditional Uses in all or some of the "RSU", "RLD", "RMD", and "RHD" zones.
  - Part of SW 34-6-6E (Roll 425000), Lot 59 Plan 69059 (Roll 425187), Lot 58 Plan 69059 (Roll 425186), Lot 60 Plan 69059 (Roll 425188), Lot 61 Plan 69059 (Roll 425189), Parcel A-F Plan 69059 (Roll 425190 – Labelled as "RSF" but should be labelled as "RSU" as per the new zoning name in By-law 2245. (the "Community Planning Recommendations")

### **The Public Authorities**

Dianne Himbeault, Planning Consultant, made the following submission on behalf of the Public Authorities:

- As the result of the approval of the New OCP by the Minister, the concerns of the Public Authorities are no longer applicable as they do not object to the Proposed By-law itself.

- The Public Authorities did have concerns about the timelines and overlap that results when a development plan and zoning by-law are reviewed concurrently. They believe that a zoning by-law should not be considered until a development plan has been adopted.
- The Public Authorities would like the Proposed By-law to include provisions for consultation with them but acknowledged that that type of policy is more appropriate for the New OCP.
- She suggested that planning tools such as secondary plans or plan overlays could be added to zoning by-laws to address specific issues, but also acknowledged that these tools were more appropriate for a development plan.
- She noted that the Rural Municipality of La Broquerie ("La Broquerie") Development Plan provides that any development in the municipality within two miles of the City requires the approval of both the City and La Broquerie. The Rural Municipality of Ste. Anne ("Ste. Anne") Development Plan provides that no new commercial/industrial areas will be permitted within two miles of the City. The Rural Municipality of Hanover ("Hanover") Development Plan requires consultation with the City for any development within the transitional area. There is no reciprocal policy in the City's Old OCP, nor the New OCP, that requires consultation with the Public Authorities.

### **The City of Steinbach**

Troy Warkentin, City Manager, made the following submission:

- He has been employed by the City for thirty-one years and has been City Manager since 2014.
- He disagrees with the concept of incorporating plan overlays or secondary plans into zoning by-laws.
- The transitional zones surrounding the City are in place to ensure that the City can grow in an orderly fashion.

### **The Further Objections**

Of the seventeen written objections, thirteen generally object to the Proposed By-law, but provide no further detail nor basis for the objections. Four of the Further Objections state that they object to the Proposed By-law because they are of the view that the Emergency Residential Shelter should be built at a specific location "without a conditional use permit".

## **ANALYSIS AND DECISION**

In its review of this matter, the Board is required to consider relevant planning policies and the core principles presented by the Parties and outlined in the Act. Section 68 of the Act requires that a zoning by-law must be generally consistent with the development plan and any secondary plan.

Accordingly, the Board has given careful consideration to the Act, as well as the written material and oral presentations provided by the Parties at the Hearing.

With respect to the Public Authorities Objection, both the Public Authorities and the City agree that the issues raised in the Public Authorities Objection specifically relate to the New OCP and are not applicable to the Proposed By-law.

The Board agrees that the concurrent review of the Proposed By-law, along with the New OCP, can be problematic but recognizes that a concurrent review is not prohibited under the Act.

The Board agrees that concerns expressed by the Public Authorities regarding consultation and transitional area issues are issues that are best addressed in the New OCP and are not relevant to the Proposed By-law. The Board encourages the City to consider such reciprocal consultation in the next review of the OCP in the spirit of cooperation and collaboration with neighbouring municipalities.

The Board heard that there were two sets of recommendations proposing amendments to the Proposed By-law: the City Planner Recommendations and the Community Planning Recommendations.

Council Resolutions at Items 30 and 31 of the Minutes of the April 2025 Public Hearing refer to First and Second Reading to the Proposed By-law "as amended" without citing what the amendments were.

The Board notes that the Certified Copy of the Proposed By-law, filed with the Board following Second Reading, does not incorporate the amendments included in either the City Planner Recommendations nor the Community Planning Recommendations. The Board is unable to comment on whether such recommendations should be incorporated into the Proposed By-law, as no evidence was submitted to verify the intent of Council regarding those recommendations. In the Board's opinion, the City should review those recommendations and consider the appropriateness of incorporating them into the Proposed By-law.

The Board notes that although the Further Objections were filed with the City following Second Reading to the Proposed By-law, no further written submissions nor oral presentations were made at the Hearing. The Board carefully reviewed the Further Objections and finds that thirteen state no reason for the objection and four relate to a proposed Emergency Residential Shelter at a specific location in the City. The Board heard that The INN Inc., the proponent of the Emergency Residential Shelter, has altered its plans and no longer intends to proceed with the project. Given the testimony of the City Planner, regarding the Emergency Residential Shelter, and that there were no presentations or submissions to the Board made at the Hearing, the Board is

satisfied that the concerns that led to the Further Objections have been addressed.

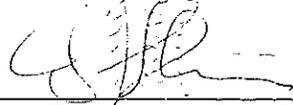
With respect to whether the Proposed By-law is generally consistent with the New OCP, no evidence was presented to the Board to suggest that it was not. In fact, the Board heard from the Community Planning Branch that the Proposed By-law is generally consistent with the New OCP. The Community Planning Branch is responsible for reviewing the Proposed By-law and ensuring that it is consistent with the New OCP. In addition, the Board reviewed the major changes to the Proposed By-law, outlined by the City Planner, and compared these changes to the New OCP. The Board is satisfied, based on the evidence of Community Planning Branch and its review of the New OCP, that the Proposed By-law is generally consistent with the New OCP.

**THEREFORE, THE BOARD ORDERS:**

- 1) That the City of Steinbach By-law No. 2245 **BE CONFIRMED.**
- 2) That a fee in the amount of \$50 be paid by the City of Steinbach.

FOR THE MUNICIPAL BOARD

November 28, 2025  
Date

  
Chris Fulsher, Acting Chair



E. Wills  
Erin Wills, Secretary

CITY OF STEINBACH

By-Law No. 2245

BEING A BY-LAW of the City of Steinbach to adopt the Steinbach Zoning By-Law regulating the use of land and location of buildings and structures in the City of Steinbach.

WHEREAS Section 68 of The Planning Act requires that a municipal council must adopt a zoning by-law that is generally consistent with the development plan by-law and any secondary plan by-law in effect in the municipality.

NOW THEREFORE the Council of the City of Steinbach, in meeting duly assembled, enacts as follows:

1. THAT the City of Steinbach Zoning By-Law attached hereto and marked Schedule "A" be and the same is hereby adopted.
2. THAT By-Law 2100, be repealed.

DONE AND PASSED in Council duly assembled this \_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Manager

Read a first time this 1st day of April, 2025.  
Read a second time this 1st day of April, 2025.  
Read a third time this \_\_ day of \_\_\_\_\_, 2025.

Certified copy of By-Law 2245, given second reading on the 1st day of April, 2025.

\_\_\_\_\_  
City Clerk

Certified copy of By-Law 22455, given third reading on the \_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
City Clerk

**CITY OF STEINBACH**

**2026 APPROVED EXCAVATOR LICENCE HOLDER LISTING**

LICENCE NO.	EXCAVATOR	CONTACT	DATE ISSUED	PROJECTS
2026-01	Southwood Ventures Inc.	Kas Wiens	December 29, 2025	Sewer & Water
2026-03	Swift Underground Ltd.	Evan Schroeder	January 7, 2026	Utilities
2026-04	Unger Excavating Inc.	Maxine Unger	January 12, 2026	Sewer & Water
2026-05	Horizon Underground & Excavating Inc.	Marcus Funk	January 9, 2026	Sewer & Water
2026-06	Seine River Telecom	Lawrence Templeton	January 12, 2026	Sewer/Water/Utilities
2026-07	Diamond Construction	Mathias Engbrecht	January 13, 2026	Utilities/Construction
2026-08	Friesen Hauling & Excavating	Gil Rempel	January 13, 2026	Sewer & Water

Moved By \_\_\_\_\_

Seconded By \_\_\_\_\_

RESOLVED that the City of Steinbach accept the following approved Excavator's Licences.



**Building Permits issued December 2025**

Report prepared by:  
 Adam Thiessen  
 Senior Manager, Corporate Services

Issue Date	Permit Number	Folio Number	Property Address	Name	Project Category	Project Purpose	Project Value	Residential DU's/ Commercial Sq Ftg.
12/2/2025	COS-2025-332	0045023.000	52 STERLING CRESCENT	Waldo Neustaedter	Residential building	New - Single-family dwelling	300,000.00	1
12/2/2025	COS-2025-333	0045024.000	56 STERLING CRESCENT	Waldo Neustaedter	Residential building	New - Single-family dwelling	300,000.00	1
12/2/2025	COS-2025-337	0045098.000	61 STERLING CRESCENT	Waldo Neustaedter	Residential building	New - Single-family dwelling	300,000.00	1
12/2/2025	COS-2025-338	0045099.000	65 STERLING CRESCENT	Waldo Neustaedter	Residential building	New - Single-family dwelling	300,000.00	1
12/2/2025	COS-2025-343	0425172.000	18 CARIBOU BAY	Dennis Stiller	Residential building	New - Single-family dwelling	250,000.00	1
12/2/2025	COS-2025-350	0464796.000	34 WINSTON PLACE	Hassan Rauf	Residential building	Finished basement - Single-family dwelling	15,000.00	
12/3/2025	COS-2025-342	0266566.000	15 BENTLEY BAY	Harry Pankraz	Residential building	New - Single-family dwelling	385,000.00	1
12/8/2025	COS-2025-354	0044063.000	131 GRANDVIEW DRIVE	Konstantin Minch, Liane	Residential building	Finished basement - Recreational dwelling	15,000.00	
12/18/2025	COS-2025-359	0266574.000	1 BENTLEY BAY	Gilbert Rosello	Residential building	Finished basement - Additional secondary suite	30,000.00	1
12/18/2025	COS-2025-361	0266558.000	27 BENTLEY BAY	William Tetzlaw	Residential building	Finished basement - Single-family dwelling	15,000.00	
12/19/2025	COS-2025-339	0045100.000	69 STERLING CRESCENT	Waldo Neustaedter	Residential building	New - Single-family dwelling	300,000.00	1
12/22/2025	COS-2025-351	0425162.000	53 CARIBOU BAY	Jesse Loewen	Residential building	New - Single-family dwelling	350,000.00	1
12/8/2025	COS-2025-349	0426324.500	9 IMPERIAL CRESCENT	Berthold Friesen	Accessory structures	New - Deck - Residential	35,000.00	
12/31/2025	COS-2025-311	0038300.000	185 WOODHAVEN AVENUE	Tannis Nickel	Accessory structures	New - Pergola	29,000.00	
12/8/2025	COS-2025-347	0002181.000	A - 101 PTH 12 NORTH	Vitali Heddert	Commercial building	Alteration - Health Studio	150,000.00	
12/9/2025	COS-2025-341	0000844.012	12 - 236 PARK ROAD WEST	Harry Pankraz	Commercial building	New - Business Office	675,000.00	1775
12/11/2025	COS-2024-80	0464210.000	45 TOWER AVENUE	Bhavneet Basra, Jordan Loewen, Shivdeep Sandhu	Commercial building	New - Repair Shop - Heavy	1,350,000.00	9600
12/12/2025	COS-2025-334	0169500.000	340 SECOND STREET	Josef Reich	Commercial building	Alteration - Part 3	5,000.00	
12/12/2025	COS-2025-352	0000600.000	178 PTH 12 NORTH	April Barrion	Commercial building	Alteration - Business Office	1,000,000.00	
12/17/2025	COS-2025-355	0000784.000	22 - 62 GOLFAIR ROAD	Kelly Friesen	Demolition	Demolish - Airport Hangar	-	

	Current Month	YTD
Single & Two Family Units	9	97
Multi Family Units	0	268
Total Dwelling units added	9	365
Commercial Square Footage added	11375	231800

	Current Month	YTD
Residential	\$2,624,000.00	\$75,599,410.21
Commercial/ Industrial, Schools, Churches	\$3,180,000.00	\$42,437,776.10
<b>Total Value of Permits Issued</b>	<b>\$5,804,000.00</b>	<b>\$118,037,186.31</b>

Moved By \_\_\_\_\_

Seconded By \_\_\_\_\_

RESOLVED that the building permits as issued during the month of December 2025 be accepted.

**2023 Realty Tax Adjustment  
Municipal Board Order A-25-1406**

Jur No.	Roll Number	Name	Amount
451	0043100.000	Barkman Concrete Ltd	\$ (2,383.37)
		<b>Total</b>	<b>\$ (2,383.37)</b>
Recommendation is to accept Municipal Board Order A-25-1406.			
Kara Mantie			
Manager, Tax & Revenue			

**The Municipal Board**

1144 – 363 Broadway  
Winnipeg MB R3C 3N9  
Phone: 204-945-2941  
Fax: 204-948-2235

[www.gov.mb.ca/mr/municipal\\_board](http://www.gov.mb.ca/mr/municipal_board)

December 11, 2025

City Manager  
City of Steinbach  
225 Reimer Avenue  
Steinbach MB R5G 2J1

Dear City Manager:

**RE: ASSESSMENT APPEAL - BARKMAN CONCRETE LTD.  
ROLL NO(S). 43100.000 (152 BRANDT STREET)  
CITY OF STEINBACH  
FILE NO(S). 22A2-0045**

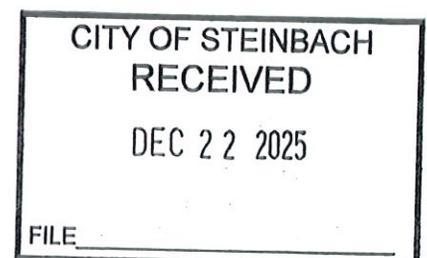
We enclose for your information a copy of Municipal Board Order Number A-25-1406.

Yours truly,



Erin Wills  
Secretary/Chief Administrative Officer

EW/re/enclosure



THE MUNICIPAL BOARD OF MANITOBA  
**DECISION AND ORDER**

**DECISION DATE:** December 11, 2025

Order No. A-25-1406

File No. 22A2-0045

**MATTER:** Assessment Appeal  
*The Municipal Assessment Act, Section 60(1.1)*

**BETWEEN:**

Barkman Concrete Ltd.

Appellant

- and -

Provincial Municipal Assessor

Respondent

**ROLL NO:** 43100.000

**ADDRESS:** 152 Brandt Street

**MUNICIPALITY:** City of Steinbach

**ASSESSMENT YEAR:** 2023 Realty

**PANEL:** Tom Raine, Acting Chair  
Nelson Karpa, Member

This is an appeal by the Owner from an Order of the Board of Revision of the City of Steinbach determining the 2023 Realty Assessment of property located at 152 Brandt Street. The property is assessed as follows:

<u>Land</u>	<u>Building</u>	<u>Total</u>
\$1,222,000	\$10,073,400	\$11,295,400

*The Municipal Assessment Act* provides that the assessed value of a property shall be the amount for which the property might reasonably be expected to realize if sold, in the open market, as of the legislated reference date by a willing seller to a willing buyer.

The reference date is April 1, 2021.

As a result of a Board-directed Appeal Management Pre-hearing held on April 10, 2025, and Case Management Conferences held on June 11, 2025, July 8, 2025 and July 28, 2025, the parties resolved the appeal. A simplified "Certificate of Agreement" (attached as Appendix "A" - 1 page), signed by the parties, has been filed with the Board indicating that, based on their determination of the subject property's market value as at the reference date, they have agreed to a revised assessment as follows:

<u>Land</u>	<u>Building</u>	<u>Total</u>
\$1,222,000	\$9,965,000	\$11,187,000

As per Section 60(1.1) of *The Municipal Assessment Act*, the Board has decided to change the assessment, as agreed by the parties, without hearing an appeal.

The Chief Administrative Officer of the City of Steinbach was given notice of the recommended change on July 24, 2025.

**THEREFORE, THE BOARD DIRECTS:**

- 1) That the 2023 Realty Assessment for Roll No. 43100.000 in the City of Steinbach be revised to change the assessment by **DECREASING** the assessed value as follows:

<u>Land</u>	<u>Building</u>	<u>Total</u>
\$1,222,000	\$9,965,000	\$11,187,000

- 2) That the filing fee be refunded to the Appellant.

FOR THE MUNICIPAL BOARD

December 11, 2025  
Date

  
Tom Raine, Acting Chair

  
Erin Wills, Secretary



Form 4

CERTIFICATE OF AGREEMENT

APPENDIX "A" TO MUNICIPAL BOARD ORDER

NO. A-25-1406

Municipal Board File #: 22A2-0045

**Appellant:**  
 Name: Ryan ULC (Marcelo Navarro as Agent)  
 Mailing Address: One Lombard Place, Winnipeg, Manitoba  
 Phone #: (204) 272-1495 Fax #: (204) 272-1499 email: marcelo.navarro@altusgroup.com  
 (Optional)

**Property under Appeal:**  
 Owner: Barkman Concrete Ltd. Roll #: 43100.000  
 Address or Legal Description: 152 Brandt Street, Steinbach, MB  
 Municipality: City of Steinbach  
 Total Assessed Value: 11,295,400 Classification: Other Property  
 (Land: 1,222,000 Building: 10,073,400) Supplementary Assessment: \_\_\_\_\_  
 Business Assessment: \_\_\_\_\_ Effective date(s): \_\_\_\_\_  
 (As ordered by the Board of Revision)

**Recommended Assessment:**  
 The undersigned jointly recommend the change of assessment in regard to this property for the assessment year(s) specified to be as indicated.

Classification	Liability Status	Amount of Assessed Value		
		Land	Building	Total
Other Property	Taxable	1,222,000	9,965,000	11,187,000

Assessment year(s): 2023, 2024

**Explanation of Change:**  
 Reviewed and reduced the cost components of the freestanding manufacturing building built in 2014.

We, the undersigned, agree to the change in assessment recommended above and consent to an Order of The Municipal Board changing the assessment accordingly.

27-Aug-2025  
Date  
August 27 2025  
Date

Marcelo Navarro  
Appellant (print)  
Rene Coulombe  
Respondent (print)

[Signature]  
Appellant (Sign)  
[Signature]  
Respondent (Sign)  
Digitally signed by Rene Coulombe  
Date: 2025.08.27 16:13:42 -0500

If the Provincial Municipal Assessor is a party to the Appeal, the Chief Administrative Officer of the Municipality was given notice of the recommended change on 24-Jul-2025.

	NAME OF ORGANIZATION	DRAW DATE	NAME OF APPLICANT	GROSS REVENUE	PRIZE VALUE	TEL. NUMBER	STATUS
2024N	STEINBACH PANTHERS RINGETTE U10	MAR 1/2025	BRAENNA HARDER	\$ 3,000.00	\$ 3,000.00	204-381-3171	Complete
2025A	Bethesda Place	April 16/25	Sheryl Harder	\$ 5,000.00	\$ 2,500.00	204-346-5168	Complete
2025B	1st Steinbach Scouts	May 7/25	Gerry Funk	\$ 6,000.00	\$ 800.00	204-346-3113	Complete
2025C	Steinbach Legion Ladies Auxiliary	Sept 1/25	Christie Borkowsky	\$ 3,000.00	\$ 1,000.00	204-326-9692	Complete
2025D	Royal Canadian Legion	Nov 16/25	Juanita Brown	\$ 1,800.00	\$ 1,800.00	204-326-4798	Complete
2025E	Bethesda Place	Dec 19/25	Sheryl Harder	\$ 5,000.00	\$ 2,500.00	204-346-5168	Complete
2025F	SRSS Football	Oct 3/25	Rae-lynn Unger	\$307.00	\$156.00 & \$151.00	204-392-7207	Complete
2025H	SRSS Sabres Hockey	Nov 14&15/25	Sheri Beuckert	\$ 2,500.00	\$ 2,750.00	204-371-2157	Complete
2024J	MHV AUXILIARY	SEPT 1/25	Edna Klassen	\$ 2,500.00	\$ 860.00	204-346-2725	Complete
2025K	SRSS (Luke Mehling)	Nov 27/25	Luke Mehling	\$200	\$417	204-392-5549	Cancelled
2025M							
2025O							
2025P							
2025Q							
2025R							
2025S							
2025T							
2025U							
2025V							
2025W							
2025X							
2025Y							

**MINUTES OF THE  
JAKE EPP LIBRARY BOARD MEETING  
ON NOV 19, 2025**

*Present:* Jac Siemens, Melissa Funk, Carolyn Graham, Cindy Friesen, Jenn Funk, Danny Plett, Walter Fast, Aubrey Walker. Also : Alyssa Pankratz (only for agenda items 1-4)

1. Welcome and call to order at 5:58 p.m.
2. Accept Agenda with changes to the order of published agenda M/S/C
3. Review & approval of Board Meeting minutes from Oct 15, 2025 M/S/C
4. Financial
  - a. Review & approval of financial and transaction reports M/S/C
  - b. Proposed budget for 2026 (Alyssa Pankratz, Aubrey Walker). Discussion re. income from non-resident fees. The Board will approve the budget in December once more concrete numbers on non-resident memberships for 2025 are presented.
5. Matters arising from the minutes
  - a. Decision regarding reconsideration request for a book.
    - i. Motion: The JEL Board supports our Library Director in adhering to the Canadian Library Association statement on intellectual freedom which is included in the policies of the Jake Epp Library. M/S/
    - ii. Vote: 3 in favour, 3 against. Result: Motion defeated due to a tied vote.
    - iii. The Board will re-address the issue at the December meeting.
  - b. The board will also revisit the policies related to book reconsideration at a future meeting.
6. Portfolios:
  - a. Human Resources
    - i. Benefits decision by Dec 5 at the latest. Email vote will be taken prior to Dec. 5. Aubrey will send out the information needed.
  - b. Friends of the Library: nothing to report
7. Library Director's Report
  - a. New merch store samples were presented.

8. New Business

- a. Update on Regionalization – JEL board must make a recommendation by Dec 31 on whether to move forward. 6 municipalities are still considering joining (not among them: R.M. of Hanover). Cost would be \$12 per capita plus any building costs. The board will discuss the report handed out in hard copy further at our next meeting.
- b. Request to make board minutes publicly available by putting them on our website. Decision: we will keep them on the city website for now.

9. Next Board Meeting – December 17, 2025

10. Meeting adjourned at 6:50 p.m.



Transportation and Infrastructure  
Emergency Management Organization  
1525-405 Broadway, Winnipeg MB R3C 3L6  
T 204-945-3050 Toll free 1-888-267-8298 F 204-945-4929  
www.manitoba.ca

City of Steinbach  
225 Reimer Avenue  
Steinbach MB R5G 2J1

January 14, 2026

Claim Number: **200206652**

Re: Damage to site(s)

Dear **Adam Thiessen**,

The Manitoba government has reviewed your request for Disaster Financial Assistance (DFA) for damages related to the September 11, 2025 rain event.

When considering the establishment of a DFA program, the Manitoba Government considers a number of factors. Not all disaster events will result in a DFA program being established. DFA programs may be established when three criteria are met:

- Damages from the event are widespread and affect a large area or number of residents;
- Damages from the event are mostly uninsurable; and
- Damages from the event represent a significant financial burden.

The Manitoba Government has concluded that the impacts experienced by the City of Steinbach from the September 11, 2025 rain event do not meet the criteria for the establishment of a DFA program. While we sympathise with the affected communities, no assistance will be made available.

If you require further clarification on this matter, please contact our office at 204-945-3050 or toll free 1-888-267-8298. Our business hours are Monday to Friday, 8:30 a.m. to 4:30 p.m.

Sincerely,

Erin Robbins  
Director of Recovery and Mitigation

ROYAL BANK  
REPORT NO.: 0106-00000  
RUN DATE: 2025-DEC 31  
RUN TIME: 14:24:30

PAGE: 1  
BUSINESS DATE: 2025 DEC 31

PAYMENT DISTRIBUTION SERVICE  
FILE INPUT PAYMENT CONFIRMATION REPORT

CITY OF STEINBACH 759777-0000 PDS CAD INST/BRANCH: 0003 ACCOUNT NO. 1003383

FILE CREATION NUMBER:	0389				
FILE CREATION DATE:	2025 DEC 31	SELECT DATE	NUMBER OF PAYMENTS	TOTAL AMOUNT	
DUE DATE	2026 JAN 02	2025 DEC 31	170	215,460.29CR	
VALID TRANS FOR	759777		170	215,460.29CR	
REJECTED TRANS FOR	759777		0	0.00CR	
T-ERROR TRANS FOR	759777		0	0.00CR	
GRAND TOTAL FOR	759777		170	215,460.29CR	

**Total: \$319,437.01**

# 2026 CRA REMITTANCES

## Biweekly Payperiod #\_1\_

Business # RP0001 (rate type B)	CPP EE \$16,553.50	CPP ER \$16,553.50	TOTAL \$33,107.00
	EI EE \$4,791.11	EI ER \$5,591.29	\$10,382.40
	FED TAX EE \$29,964.53	PROV TAX EE \$23,093.94	\$53,058.47
<b>RP0001 TOTAL</b>	<b>\$96,547.87</b>		

Business # RP0002 (rate type A)	CPP EE \$1,666.42	CPP ER \$1,666.42	TOTAL \$3,332.84
	EI EE \$642.07	EI ER \$898.85	\$1,540.92
	FED TAX EE \$1,312.13	PROV TAX EE \$1,242.96	\$2,555.09
<b>RP0002 TOTAL</b>	<b>\$7,428.85</b>		

<b>TOTAL REMITTANCES: \$103,976.72</b>
--

CPP TOTALS		
	EE	\$18,219.92
	ER	\$18,219.92
<b>TOTAL CPP</b>		<b>\$36,439.84</b>
EI TOTALS		
	EE	\$5,433.18
	ER	\$6,490.14
<b>TOTAL EI</b>		<b>\$11,923.32</b>
FEDERAL TAX		\$31,276.66
PROVINCIAL TAX		\$24,336.90
<b>TOTAL TAX</b>		<b>\$55,613.56</b>

ROYAL BANK  
REPORT NO.: 0106-00000 7597770000  
RUN DATE: 2026 JAN 09  
RUN TIME: 10:26:56

PAGE: 1  
BUSINESS DATE: 2026 JAN 09

PAYMENT DISTRIBUTION SERVICE  
FILE INPUT PAYMENT CONFIRMATION REPORT

CITY OF STEINBACH 759777-0000 PDS CAD INST/BRANCH: 0003 ACCOUNT NO. 1003383

FILE CREATION NUMBER: 0390

FILE CREATION DATE: 2026 JAN 09

DUE DATE	VALUE DATE	SELECT DATE	NUMBER OF PAYMENTS	TOTAL AMOUNT
2026 JAN 15	2026 JAN 15	2026 JAN 14	63	37,969.53CR
VALID TRANS FOR 759777			63	37,969.53CR
REJECTED TRANS FOR 759777			0	0.00CR
T-ERROR TRANS FOR 759777			0	0.00CR
GRAND TOTAL FOR 759777			63	37,969.53CR

**Total: \$54, 403.33**

# 2026 CRA REMITTANCES

Monthly Payperiod # 1

Business # RP0002 (rate type A)	CPP EE \$1,050.11	CPP ER \$1,050.11	<b>TOTAL</b> \$2,100.22
	EI EE \$559.08	EI ER \$782.68	<b>\$1,341.76</b>
	FED TAX EE \$6,830.62	PROV TAX EE \$6,161.20	<b>\$12,991.82</b>
<b>RP0002 TOTAL</b>	<b>\$16,433.80</b>		

CPP TOTALS		
	EE	\$1,050.11
	ER	\$1,050.11
<b>TOTAL CPP</b>		<b>\$2,100.22</b>
EI TOTALS		
	EE	\$559.08
	ER	\$782.68
<b>TOTAL EI</b>		<b>\$1,341.76</b>
FEDERAL TAX		\$6,830.62
PROVINCIAL TAX		\$6,161.20
<b>TOTAL TAX</b>		<b>\$12,991.82</b>

<b>TOTAL REMITTANCE: \$16,433.80</b>
--------------------------------------

ROYAL BANK  
 REPORT NO.: 0106-00000 7597770000  
 RUN DATE: 2026 JAN 13  
 RUN TIME: 13:20:12

PAYMENT DISTRIBUTION SERVICE  
 FILE INPUT PAYMENT CONFIRMATION REPORT

CITY OF STEINBACH 759777-0000 PDS CAD INST/BRANCH: 0003 ACCOUNT NO. 1003383

FILE CREATION NUMBER: 0391  
 FILE CREATION DATE: 2026 JAN 13

DUE DATE VALUE DATE SELECT DATE NUMBER OF PAYMENTS TOTAL AMOUNT  
 2026 JAN 16 2026 JAN 16 2026 JAN 15 178 245,371.85CR  
 VALID TRANS FOR 759777 245,371.85CR  
 REJECTED TRANS FOR 759777 0.00CR  
 T-ERROR TRANS FOR 759777 0.00CR  
 GRAND TOTAL FOR 759777 245,371.85CR

**Total: \$362.102.05**

## 2026 CRA REMITTANCES

### Biweekly Payperiod #\_2\_

Business # RP0001 (rate type B) FT Employees	CPP EE \$17,234.32	CPP ER \$17,234.32	TOTAL \$34,468.64
	EI EE \$5,087.00	EI ER \$5,936.36	\$11,023.36
	FED TAX EE \$32,869.12	PROV TAX EE \$25,138.75	\$58,007.87

**RP0001 TOTAL                    \$103,499.87**

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Business # RP0002 (rate type A) PT Employees	CPP EE \$2,834.33	CPP ER \$2,834.33	TOTAL \$5,668.66
	EI EE \$1,008.04	EI ER \$1,411.31	\$2,419.35
	FED TAX EE \$2,607.45	PROV TAX EE \$2,534.87	\$5,142.32

**RP0002 TOTAL                    \$13,230.33**

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<b>TOTAL REMITTANCES:    \$116,730.20</b>
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<b>CPP TOTALS</b>		
	EE	\$20,068.65
	ER	\$20,068.65
<b>TOTAL CPP</b>		<b>\$40,137.30</b>
<b>EI TOTALS</b>		
	EE	\$6,095.04
	ER	\$7,347.67
<b>TOTAL EI</b>		<b>\$13,442.71</b>
FEDERAL TAX		\$35,476.57
PROVINCIAL TAX		\$27,673.62
<b>TOTAL TAX</b>		<b>\$63,150.19</b>



Supplier : 0001 To STMP000225

Batch : 11

Cheque Dates : Jan 02, 2026 To Jan 15, 2026

Bank : 4 To 4

Supplier Code Invoice No.	Supplier Name Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
0086 32202	A & H GLASS SERVICE LTD DISPLAY CASES	1276	16-Dec-2025	16-Dec-2025	8,030.40	8,030.40	0.00
<b>Supplier Totals :</b>					8,030.40	8,030.40	0.00
0045 5000278713	ABC FIRE & SAFETY EQUIPMENT BACKBOARD	1281	11-Dec-2025	11-Dec-2025	609.28	609.28	0.00
<b>Supplier Totals :</b>					609.28	609.28	0.00
4325 1010	ABOVE & BEYOND ELECTRIC INC REPAIR LIGHT FIXTURES,SUPPLY LED TUBES	12	05-Jan-2026	05-Jan-2026	515.20	515.20	0.00
1011	REPAIR WIRING DAMAGED PARKING LOT POLE,CAP OPEN WIRING	9	05-Jan-2026	05-Jan-2026	286.17	286.17	0.00
1012	INSTALL ASTRO TIMER TO REPLACE FAILED PHOTOCELL FOR BEACON AND WINDSOCK LIGHTING	10	05-Jan-2026	05-Jan-2026	286.44	286.44	0.00
<b>Supplier Totals :</b>					1,087.81	1,087.81	0.00
0036 9743668072	ACKLANDS GRAINGER INC INCANDESCENT LIGHT BULB-10	1276	15-Dec-2025	15-Dec-2025	20.61	20.61	0.00
<b>Supplier Totals :</b>					20.61	20.61	0.00
1534 38446156	AECOM CANADA ULC 2026 CAPITAL WORKS-SEPT 12 - DEC 12/25	1283	18-Dec-2025	18-Dec-2025	41,594.18	41,594.18	0.00
<b>Supplier Totals :</b>					41,594.18	41,594.18	0.00
1917 79760378	AIR LIQUIDE CANADA INC PW-CYLINDER RENTAL-DECEMBER 2025	1277	31-Dec-2025	31-Dec-2025	124.64	124.64	0.00
<b>Supplier Totals :</b>					124.64	124.64	0.00
3393 5992355	ALTEC INDUSTRIES LTD T-106 ANNUAL INSPECTION	1277	22-Sep-2025	22-Sep-2025	3,108.22	3,108.22	0.00
<b>Supplier Totals :</b>					3,108.22	3,108.22	0.00
1445 8280	ARBORIA 1/26 MONTHLY GREEN CARE SERVICE CHARGE	16	01-Jan-2026	01-Jan-2026	172.48	172.48	0.00
<b>Supplier Totals :</b>					172.48	172.48	0.00
1458 AMM194773 AMM201874 AMM213181 AMM216969	ASSOCIATION OF MANITOBA MUNICIPALITIES T-114 TIRE REPAIR T-108 TIRES CH-PAPER-6 #1624 USED TIRE,TIRE CHANGEVER	1275 1276 1284 1280	17-Dec-2025 16-Dec-2025 31-Dec-2025 31-Dec-2025	17-Dec-2025 16-Dec-2025 31-Dec-2025 31-Dec-2025	48.74 1,236.26 504.46 741.66	48.74 1,236.26 504.46 741.66	0.00 0.00 0.00 0.00
<b>Supplier Totals :</b>					2,531.12	2,531.12	0.00
5525 60US4051	AUTO PARTS CENTRAL #1944 ADD A CIRCUIT	1277	15-Dec-2025	15-Dec-2025	12.61	12.61	0.00



Supplier : 0001 To STMP000225

Batch : 11

Cheque Dates : Jan 02, 2026 To Jan 15, 2026

Bank : 4 To 4

Supplier Code	Supplier Name	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
<b>Supplier Totals :</b>					12.61	12.61	0.00
4276	AWARDS CANADA						
155971	CUSTOMERS PLATE-2	1281	05-Dec-2025	05-Dec-2025	44.80	44.80	0.00
<b>Supplier Totals :</b>					44.80	44.80	0.00
0277	B A ROBINSON CO LTD						
S110357915.001	NEUTRALIZING MEDIA	1276	16-Dec-2025	16-Dec-2025	38.87	38.87	0.00
S110366710.001	EPOXY COATED PIPE,METAL CONDUIT,COUPLING	1278	19-Dec-2025	19-Dec-2025	52.55	52.55	0.00
S110367514.001	METAL CONDUIT	1278	19-Dec-2025	19-Dec-2025	21.92	21.92	0.00
S110379151.001	E-TREAT CARTRIDGES	1284	30-Dec-2025	30-Dec-2025	146.26	146.26	0.00
S110379162.001	CHROME PLATED EXTENSION TUBE	1281	30-Dec-2025	30-Dec-2025	10.03	10.03	0.00
<b>Supplier Totals :</b>					269.63	269.63	0.00
0953	BARKMAN APPLIANCE SERVICE LTD						
89631	THERMAL FUSE	9	06-Jan-2026	06-Jan-2026	16.80	16.80	0.00
<b>Supplier Totals :</b>					16.80	16.80	0.00
5914	BIL SECURITY SERVICES CANADA LTD						
120372	CH-BURGLAR ALARM TAKEOVER	1284	15-Dec-2025	15-Dec-2025	2,829.21	2,829.21	0.00
120374	OPS-BURGLAR ALARM TAKEOVER,CONSOLIDATION & PARTITIONING	1278	15-Dec-2025	15-Dec-2025	14,792.03	14,792.03	0.00
121395	PS #3 REPLACE KEYPAD	1275	31-Dec-2025	31-Dec-2025	386.40	386.40	0.00
121402	AQ-ACCESS CONTROL INSTALL	1276	29-Dec-2025	29-Dec-2025	6,372.27	6,372.27	0.00
121403	AQ-BURGLAR ALRM UPGRADE & TAKEOVER	1276	29-Dec-2025	29-Dec-2025	1,775.77	1,775.77	0.00
<b>Supplier Totals :</b>					26,155.68	26,155.68	0.00
1732	BRENNTAG CANADA INC						
47043596	WW CHLORINE-12	1275	16-Dec-2025	16-Dec-2025	21,681.60	21,681.60	0.00
47044703	AQ-CHLORINE-4	1276	18-Dec-2025	18-Dec-2025	7,306.50	7,306.50	0.00
47044704	AQ-HYDROCHLORIC ACID-4	1276	18-Dec-2025	18-Dec-2025	611.46	611.46	0.00
47045330	WW-HFS-2	1275	19-Dec-2025	19-Dec-2025	445.94	445.94	0.00
47046948	WW CHLORINE-8	1275	29-Dec-2025	29-Dec-2025	14,454.41	14,454.41	0.00
47046949	WW-SODIUM HYPO-1,SODIUM HYPO DRUM-1	1275	29-Dec-2025	29-Dec-2025	752.91	752.91	0.00
47047375	WW RETURNED CHLORINE-11	1275	30-Dec-2025	30-Dec-2025	-17,325.00	-17,325.00	0.00
47047591	WW-RETURNED CHLORINE-4	1275	31-Dec-2025	31-Dec-2025	-6,300.00	-6,300.00	0.00
47047594	WW RETURNED CHLORINE-4,SODIUM HYPO-1	1275	31-Dec-2025	31-Dec-2025	-6,326.25	-6,326.25	0.00
47047653	WW-RETURNED CHLORINE-1	1275	31-Dec-2025	31-Dec-2025	-1,806.80	-1,806.80	0.00
<b>Supplier Totals :</b>					13,494.77	13,494.77	0.00
0316	BRISTAL HAULING						
51444	RECYCLING SERVICE-DECEMBER 2025	1280	31-Dec-2025	31-Dec-2025	56,167.09	56,167.09	0.00
<b>Supplier Totals :</b>					56,167.09	56,167.09	0.00



Supplier : 0001 To STMP000225

Batch : 111

Cheque Dates : Jan 02, 2026 To Jan 15, 2026

Bank : 4 To 4

Supplier Code Invoice No.	Supplier Name Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
1609	C. C. CRAIG CO. LTD.						
INV-CCC-19204	DEADBOLT LOCK-3	1278	22-Dec-2025	22-Dec-2025	280.28	280.28	0.00
<b>Supplier Totals :</b>					280.28	280.28	0.00
5918	CANADA'S BIG TRUCK RENTAL						
INV-78683	PETERBILT FRONT LOADER RENTAL-DECEMBER 23 2025-JANUARY 21 2026	1280	23-Dec-2025	23-Dec-2025	11,760.00	11,760.00	0.00
<b>Supplier Totals :</b>					11,760.00	11,760.00	0.00
0248	CANADIAN RED CROSS SOCIETY						
CRC-1019230	STANDARD FIRST AID	1282	29-Dec-2025	29-Dec-2025	135.00	135.00	0.00
<b>Supplier Totals :</b>					135.00	135.00	0.00
0076	CANADIAN TIRE REAL ESTATE LIMITED						
102260929	MOULD CREEP	9	02-Jan-2026	02-Jan-2026	78.39	78.39	0.00
105265904	PRO-SPRAYER, SPRAY BOTTLE, BATTERIES	9	05-Jan-2026	05-Jan-2026	53.08	53.08	0.00
1219250144	INDOOR THERMOMETER, HUMID, CLA MPS, LOCK NUTS, BOLTS, FLAT WASHERS, LOCK WASHERS, NUTS, ABSORBEN T	1276	19-Dec-2025	19-Dec-2025	109.48	109.48	0.00
1223253544	SNOW SCOOP SHOVELS-3	1276	23-Dec-2025	23-Dec-2025	144.45	144.45	0.00
1230250327	GEAR OIL PUMP, EXTENSION BARS, JOINT SOCLET	1276	30-Dec-2025	30-Dec-2025	67.48	67.48	0.00
1230253232	T-160 WIPER BLADE	1277	30-Dec-2025	30-Dec-2025	55.99	55.99	0.00
1230253948	T-46 WIPER BLADES	1277	30-Dec-2025	30-Dec-2025	55.98	55.98	0.00
<b>Supplier Totals :</b>					564.85	564.85	0.00
5221	CASTLE PEST CONTROL						
31425	PEST CONTROL-DECEMBER 29 2025	1280	29-Dec-2025	29-Dec-2025	43.58	43.58	0.00
<b>Supplier Totals :</b>					43.58	43.58	0.00
1404	CDW CANADA INC						
AH38E1Q	APC SMART UPS	1275	18-Dec-2025	18-Dec-2025	948.55	948.55	0.00
<b>Supplier Totals :</b>					948.55	948.55	0.00
1415	CLEARVIEW CONSUMERS CO-OP LTD						
1043748	F414 FUEL 69.92L	1286	06-Dec-2025	06-Dec-2025	86.93	86.93	0.00
1044782	F212 FUEL 106.26L	1286	13-Dec-2025	13-Dec-2025	127.64	127.64	0.00
1045665	FD FUEL DECEMBER 2025	1286	20-Dec-2025	20-Dec-2025	247.44	247.44	0.00
1047284	F412 FUEL 63.04L	1286	31-Dec-2025	31-Dec-2025	72.15	72.15	0.00
1363912	PW DEC/25 REGULAR GAS 692.2L	1288	03-Dec-2025	03-Dec-2025	849.64	849.64	0.00
1363913	PW DEC/25 CLEAR DIESEL 2055.4L	1288	03-Dec-2025	03-Dec-2025	2,609.23	2,609.23	0.00
1363914	PW DEC/25 MARKED DIESEL 872L	1288	03-Dec-2025	03-Dec-2025	992.51	992.51	0.00
1363965	GREASE BLUE GUARD	1288	04-Dec-2025	04-Dec-2025	277.23	277.23	0.00
1363971	GREASE BLUE GUARD	1288	04-Dec-2025	04-Dec-2025	1,108.89	1,108.89	0.00
1365274	UTILITY PUMP, #1991-ANTIFREEZE	1291	08-Dec-2025	08-Dec-2025	612.85	612.85	0.00
1365303	PW DEC/25 CLEAR DIESEL 2066.2L	1288	08-Dec-2025	08-Dec-2025	2,809.52	2,809.52	0.00
1365304	PW DEC/25 MARKED	1288	08-Dec-2025	08-Dec-2025	1,351.35	1,351.35	0.00



Supplier : 0001 To STMP000225

Batch : 11

Cheque Dates : Jan 02, 2026 To Jan 15, 2026

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Supplier Code	Supplier Name				Invoice Amount	Paid Amount	Discount Amount
Invoice No.	Description	Batch	Invoice Date	Due Date			
	DIESEL 1100L						
1365658	PW DEC/25 REGULAR GAS 1154.1L	1288	10-Dec-2025	10-Dec-2025	1,331.78	1,331.78	0.00
1365659	PW DEC/25 CLEAR DIESEL 1112.4L	1288	10-Dec-2025	10-Dec-2025	1,505.57	1,505.57	0.00
1365660	PW DEC/25 MARKED DIESEL 1100L	1288	10-Dec-2025	10-Dec-2025	1,344.42	1,344.42	0.00
1365850	HYDRAULIC OIL	1288	12-Dec-2025	12-Dec-2025	1,391.54	1,391.54	0.00
1365851	D-MO 15W/40 OIL	1288	12-Dec-2025	12-Dec-2025	1,431.36	1,431.36	0.00
1366799	PW DEC/25 REGULAR GAS 1105.2L	1288	15-Dec-2025	15-Dec-2025	1,263.74	1,263.74	0.00
1366800	PW DEC/25 CLEAR DIESEL 1855.7L	1288	15-Dec-2025	15-Dec-2025	2,472.62	2,472.62	0.00
1366801	PW DEC/25 MARKED DIESEL 2099.6L	1288	15-Dec-2025	15-Dec-2025	2,522.04	2,522.04	0.00
1367140	DIESEL EXHAUST FLUID	1289	17-Dec-2025	17-Dec-2025	313.59	313.59	0.00
1367141	ANTI FREEZE	1289	17-Dec-2025	17-Dec-2025	93.61	93.61	0.00
1367303	PW DEC/25 MARKED DIESEL 2120.5L	1288	19-Dec-2025	19-Dec-2025	2,480.35	2,480.35	0.00
1367304	PW DEC/25 CLEAR DIESEL 2483.4L	1288	19-Dec-2025	19-Dec-2025	3,230.78	3,230.78	0.00
1368257	SW DEC/25 MARKED DIESEL 2899.8L	1289	22-Dec-2025	22-Dec-2025	3,318.82	3,318.82	0.00
1368372	PW DEC/25 REGULAR GAS 1859.7L	1288	23-Dec-2025	23-Dec-2025	2,185.05	2,185.05	0.00
1368373	PW DEC/25 CLEAR DIESEL 1127.1L	1288	23-Dec-2025	23-Dec-2025	1,437.90	1,437.90	0.00
1368374	PW DEC/25 MARKED DIESEL 2530.4L	1288	23-Dec-2025	23-Dec-2025	2,896.05	2,896.05	0.00
1369713	#2007, T85-POWER SERVICE DIESEL KLEEN	1292	30-Dec-2025	30-Dec-2025	295.54	295.54	0.00
1369817	PW DEC/25 REGULAR GAS 799.9L	1288	31-Dec-2025	31-Dec-2025	889.44	889.44	0.00
1369818	PW DEC/25 CLEAR DIESEL 2305L	1288	31-Dec-2025	31-Dec-2025	2,829.28	2,829.28	0.00
1369819	PW DEC/25 MARKED DIESEL 1000.5L	1288	31-Dec-2025	31-Dec-2025	1,096.75	1,096.75	0.00
<b>Supplier Totals :</b>					45,475.61	45,475.61	0.00
0694	COMMERCIAL POOL AND RECREATIONAL PRODUCTS						
2600167	FLAME SENSOR	1276	23-Dec-2025	23-Dec-2025	180.54	180.54	0.00
2600197	PALINTEST TEST TABLETS	9	06-Jan-2026	06-Jan-2026	789.27	789.27	0.00
<b>Supplier Totals :</b>					969.81	969.81	0.00
5644	COMMERCIAL TRUCK EQUIPMENT-CALGARY						
WI-0004797197	T-136 MIRROR,CYLINDER ARM DUMP	1280	13-Dec-2025	13-Dec-2025	598.75	598.75	0.00
<b>Supplier Totals :</b>					598.75	598.75	0.00
5320	COMMISSIONAIRES MANITOBA						
11597	BY LAW OFFICER,PARKING & MILEAGE DECEMBER 2025	1285	31-Dec-2025	31-Dec-2025	4,180.04	4,180.04	0.00
<b>Supplier Totals :</b>					4,180.04	4,180.04	0.00
3678	CORPELL'S WATER						
6334976	LF WATER-5	1280	24-Dec-2025	24-Dec-2025	42.50	42.50	0.00
<b>Supplier Totals :</b>					42.50	42.50	0.00
2640	CRM SYSTEMS						
INV0014153	REVISED SYNC ISSUES	1284	30-Sep-2025	30-Sep-2025	1,699.69	1,699.69	0.00



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Invoice No.	Description	Batch	Invoice Date	Due Date			
<b>Supplier Totals :</b>					1,699.69	1,699.69	0.00
3788	CRO SOFTWARE SOLUTIONS						
21382	TRUCK MONTHLY CHARGE-JANUARY 2026	13	01-Jan-2026	01-Jan-2026	500.60	500.60	0.00
<b>Supplier Totals :</b>					500.60	500.60	0.00
1891	DE LAGE LANDEN FINANCIAL SERVICES CANADA						
10568265	AQ-IM C3510 COPIER LEASE FEB 01-APR 30/26	25	02-Jan-2026	02-Jan-2026	1,114.40	1,114.40	0.00
10568266	SW-IM C2510 COPIER LEASE FEB 01-APR 30/26	24	02-Jan-2026	02-Jan-2026	778.40	778.40	0.00
10568267	OPS-IM C3510 COPIER LEASE FEB 01-APR 30/26	23	02-Jan-2026	02-Jan-2026	1,366.40	1,366.40	0.00
<b>Supplier Totals :</b>					3,259.20	3,259.20	0.00
5724	DELANEY KELLY						
2025	2025 RECERT REIMBURSEMENT	1290	31-Dec-2025	31-Dec-2025	139.34	139.34	0.00
<b>Supplier Totals :</b>					139.34	139.34	0.00
0015	DERKSEN PRINTERS						
138734	2026 GARBAGE & RECYCLING SHEDULES-6200	1280	04-Dec-2025	04-Dec-2025	2,300.35	2,300.35	0.00
139021	PERMIT APPLICATION FORMS-200	1284	29-Dec-2025	29-Dec-2025	324.34	324.34	0.00
139025	GARBAGE & RECYCLING SCHEDULES-5 LAMINATED POSTERS	1280	29-Dec-2025	29-Dec-2025	226.81	226.81	0.00
<b>Supplier Totals :</b>					2,851.50	2,851.50	0.00
3818	DESROSIERS-ALLEN ELIANNE						
EXP 12/29/25	MILEAGE NOV 27-DEC 12/25,CHRISTMAS PARTY TICKETS,PLANNER,TOWEL	1268	29-Dec-2025	29-Dec-2025	92.41	92.41	0.00
<b>Supplier Totals :</b>					92.41	92.41	0.00
0071	DIAMOND READY MIX CONCRETE LTD						
204624	CAT EXCAVATOR RENTAL-BRUSH MOWING AT KEATING	1277	09-Dec-2025	09-Dec-2025	5,848.50	5,848.50	0.00
<b>Supplier Totals :</b>					5,848.50	5,848.50	0.00
2692	DUBOIS AMANDA						
EXP 12/31/25	EMPLOYEE CLOTHING PURCHASE-AMANDA D	1285	31-Dec-2025	31-Dec-2025	150.88	150.88	0.00
<b>Supplier Totals :</b>					150.88	150.88	0.00
5842	DULLE ANGELA						
CREDIT 08/12/25	AQ PAYOUT CREDIT-BIRTHDAY PARTY MOVED	763	12-Aug-2025	12-Aug-2025	40.00	40.00	0.00
<b>Supplier Totals :</b>					40.00	40.00	0.00
5592	DYCK HEICKO						
COS-2024-21	DEPOSIT RELEASE-COS-2024-21 -	1266	31-Dec-2025	31-Dec-2025	500.00	500.00	0.00



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	LANE						
<b>Supplier Totals :</b>					500.00	500.00	0.00
1681	DYCK RUSSELL						
EXP 12/19/25	EMPLOYEE CLOTHING PURCHASE-RUSS D	1268	22-Dec-2025	22-Dec-2025	200.41	200.41	0.00
<b>Supplier Totals :</b>					200.41	200.41	0.00
0058	E G PENNER BUILDING CENTRES LTD						
189802	RETURNED FIBERGLASS INSULATION	1276	16-Dec-2025	16-Dec-2025	-80.78	-80.78	0.00
189882	RETURNED CONSTRUCTION SPRUCE	1278	16-Dec-2025	16-Dec-2025	-53.31	-53.31	0.00
2283281	ACOUSTI SEAL,WEDGE ANCHOR,PWF,CONSTRUCTI ON	1276	08-Dec-2025	08-Dec-2025	374.03	374.03	0.00
2283910	SPRUCE,ASPENITE,FIBERGL ASS INSULATION						
2284664	HAMMER TACKER STAPLES,TYPAR CORRUGATED GALVALUME,CORNER FLASHING,FASCIA,CHANNEL	1276	09-Dec-2025	09-Dec-2025	126.54	126.54	0.00
2284668	SOFFIT	1276	10-Dec-2025	10-Dec-2025	4,525.88	4,525.88	0.00
2284978	CONSTRUCTION SPRUCE,PLYWOOD	1278	10-Dec-2025	10-Dec-2025	504.00	504.00	0.00
2285842	WHITE TEXTURED PANEL,PANEL ADHESIVE,CONSTRUCTION SPRUCE	1278	11-Dec-2025	11-Dec-2025	274.67	274.67	0.00
2288017	ACOUSTIC SEALANT	1276	15-Dec-2025	15-Dec-2025	407.01	407.01	0.00
2288018	SELF DRILL ANCHOR & SCREW	1278	15-Dec-2025	15-Dec-2025	11.45	11.45	0.00
2288907	PAINTERS TAPE,SILICONE SEALANT	1278	15-Dec-2025	15-Dec-2025	21.76	21.76	0.00
2288908	WOOD SCREWS	1276	16-Dec-2025	16-Dec-2025	151.11	151.11	0.00
2289200	SILICONE SEALANT,DECKING BIT	1276	16-Dec-2025	16-Dec-2025	13.82	13.82	0.00
2289924	WRAP HANDLE,WRAP REFILL	1276	16-Dec-2025	16-Dec-2025	389.29	389.29	0.00
2290241	BASE-GALVALUME	1278	17-Dec-2025	17-Dec-2025	18.30	18.30	0.00
2290942	ROTARY HAMMER BITS	1276	18-Dec-2025	18-Dec-2025	336.00	336.00	0.00
2291070	STOVE BIT,ICE SCRAPER	1278	19-Dec-2025	19-Dec-2025	37.40	37.40	0.00
2292578	PEX BRASS COUPLING	1280	19-Dec-2025	19-Dec-2025	33.62	33.62	0.00
2295722	OVERLAY MODUL HINGE	1275	22-Dec-2025	22-Dec-2025	4.53	4.53	0.00
2295785	BARREL BOLT,ALKALINE BATTERIES	1276	29-Dec-2025	29-Dec-2025	28.19	28.19	0.00
2297124	AUTO VENT	8	02-Jan-2026	02-Jan-2026	49.37	49.37	0.00
2299046	EXTERIOR PAINT	8	06-Jan-2026	06-Jan-2026	36.85	36.85	0.00
<b>Supplier Totals :</b>					7,246.96	7,246.96	0.00
5661	FAIRWAY AUTO BODY						
117597	T-156 MPI CLAIM #76557832 WINDSHIELD	1275	17-Dec-2025	17-Dec-2025	805.66	805.66	0.00
<b>Supplier Totals :</b>					805.66	805.66	0.00
0003	FAIRWAY FORD SALES LTD						
115485	T-161 ENGINE OIL AND FILTER CHANGE	1276	23-Dec-2025	23-Dec-2025	93.92	93.92	0.00
<b>Supplier Totals :</b>					93.92	93.92	0.00
5855	FRIESEN LUCY						



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EXP 01/05/26	EMPLOYEE CLOTHING PURCHASE-LUCY F	24	05-Jan-2026	05-Jan-2026	95.19	95.19	0.00
<b>Supplier Totals :</b>					95.19	95.19	0.00
2191	FRIESEN JERRY JAMES						
EXP 12/22/25	EMPLOYEE CLOTHING PURCHASE-JERRY F	1268	22-Dec-2025	22-Dec-2025	95.19	95.19	0.00
<b>Supplier Totals :</b>					95.19	95.19	0.00
2170	FRIESEN DRILLERS LTD						
11781	ENVIRONMENT ACT REVIEW-PROPOSAL	1283	16-Dec-2025	16-Dec-2025	3,150.00	3,150.00	0.00
<b>Supplier Totals :</b>					3,150.00	3,150.00	0.00
0079	FRIESEN HAULING INC						
18759	HAULING SNOW-20 HOURS	1277	31-Dec-2025	31-Dec-2025	3,570.00	3,570.00	0.00
<b>Supplier Totals :</b>					3,570.00	3,570.00	0.00
2404	FROESE ANDY						
EXP 01/07/26	EMPLOYEE CLOTHING PURCHASE-ANDY F	27	07-Jan-2026	07-Jan-2026	151.17	151.17	0.00
<b>Supplier Totals :</b>					151.17	151.17	0.00
2802	FUNK EARL WAYNE						
EXP 12/29/25	CCW DEC 2/25,LUNCH & GAME WITH MINISTER SIMARD & MAYOR JOHANNSON,COUNCIL CHRISTMAS	1285	31-Dec-2025	31-Dec-2025	816.44	816.44	0.00
<b>Supplier Totals :</b>					816.44	816.44	0.00
3236	GAUDET LACEY						
EXP 12/29/25	EMPLOYEE CLOTHING PURCHASE-LACEY G	1266	30-Dec-2025	30-Dec-2025	206.53	206.53	0.00
<b>Supplier Totals :</b>					206.53	206.53	0.00
4127	GELL FJODOR						
1	SUPPLIED COUNTERTOP WITH BACKSPASHES AND FAUCET	1281	30-Dec-2025	30-Dec-2025	300.00	300.00	0.00
<b>Supplier Totals :</b>					300.00	300.00	0.00
4328	GELL JUSTINA						
EXP 12/31/25	EMPLOYEE CLOTHING PURCHASE-JUSTINA G	1266	31-Dec-2025	31-Dec-2025	400.00	400.00	0.00
<b>Supplier Totals :</b>					400.00	400.00	0.00
5778	GIBBS TACTICAL						
1197	EMPLOYEE CLOTHING PURCHASE-LADIES PANTS	784	27-Jul-2025	27-Jul-2025	137.75	137.75	0.00
<b>Supplier Totals :</b>					137.75	137.75	0.00
0420	GOLDEN WEST BROADCASTING LTD						
1082-1657	TOWER SPACE RENTAL FOR WEATHER RADIO-2026	14	01-Jan-2026	01-Jan-2026	630.00	630.00	0.00



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Supplier Code	Supplier Name	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
<b>Supplier Totals :</b>					630.00	630.00	0.00
1189	GORD'S AUTO & PROPANE SERVICE INC						
792	#1991 REPAIR	1276	17-Dec-2025	17-Dec-2025	1,904.00	1,904.00	0.00
805	#1991 PARTS	1276	31-Dec-2025	31-Dec-2025	177.53	177.53	0.00
<b>Supplier Totals :</b>					2,081.53	2,081.53	0.00
0581	GREEN THUMB TLC INC						
13296	FD-CLEARSIDEWALKS-DECEMBER 2025	1281	31-Dec-2025	31-Dec-2025	1,764.00	1,764.00	0.00
<b>Supplier Totals :</b>					1,764.00	1,764.00	0.00
4240	GRIMARD SKYLAR						
2025	2025 RECERT REIMBURSEMENT	1290	31-Dec-2025	31-Dec-2025	230.73	230.73	0.00
<b>Supplier Totals :</b>					230.73	230.73	0.00
4778	HAMSTER NOVEXCO INC						
94319797	STENO PADS,BOOKS,MARKERS,CLIPS,WITE OUT,MOUSE PAD,DIVIDERS,BINDERS,SHEET PROTECTOR,STAPLER,PENS	1268	23-Dec-2025	23-Dec-2025	396.53	396.53	0.00
<b>Supplier Totals :</b>					396.53	396.53	0.00
0338	HANOVER DOOR SYSTEMS (1996) INC						
139161	SUPPLY AND PROGRAM OVERHEAD DOOR REMOTE	1276	16-Dec-2025	16-Dec-2025	195.42	195.42	0.00
139333	REPLACE CABLES ON ZAMBONI DOOR	1276	20-Dec-2025	20-Dec-2025	520.77	520.77	0.00
<b>Supplier Totals :</b>					716.19	716.19	0.00
0176	HANOVER GRINDING						
99231	#1191 ICE KNIVES SHARPENED	9	05-Jan-2026	05-Jan-2026	117.60	117.60	0.00
<b>Supplier Totals :</b>					117.60	117.60	0.00
0131	HARVEST HONDA						
P25103	F-613 GENERATOR	1281	19-Dec-2025	19-Dec-2025	1,572.48	1,572.48	0.00
<b>Supplier Totals :</b>					1,572.48	1,572.48	0.00
3999	HENSCHEL LEO						
EXP 12/29/25	EMPLOYEE CLOTHING PURCHASE-LEO H	1270	29-Dec-2025	29-Dec-2025	156.79	156.79	0.00
<b>Supplier Totals :</b>					156.79	156.79	0.00
4248	HENTON DARREN						
EXP 12/22/25	EMPLOYEE CLOTHING PURCHASE-DARREN H	1273	29-Dec-2025	29-Dec-2025	278.80	278.80	0.00
EXP 12/31/25	2025 MILEAGE FOR EMERGENCY RESPONSE	1292	31-Dec-2025	31-Dec-2025	132.84	132.84	0.00
<b>Supplier Totals :</b>					411.64	411.64	0.00



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Supplier Code Invoice No.	Supplier Name Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
4147 19069	HERITAGE STEELWORKS HOT ROLL ROUND BAR-60	1276	30-Dec-2025	30-Dec-2025	32.93	32.93	0.00
<b>Supplier Totals :</b>					32.93	32.93	0.00
2311 1D	HILLSIDE CONSTRUCTION INC WATER DAMAGE AT 247 MAIN STREET STRIPMALL	1275	19-Dec-2025	19-Dec-2025	5,286.10	5,286.10	0.00
<b>Supplier Totals :</b>					5,286.10	5,286.10	0.00
4200 125933 126391 126394 126514 126602	HYDRO AG MANITOBA INC T-105 HYDRAULIC HOSE,CRIMP FITTING T-135 HYDRAULIC FLUID,WELD CYLINDER REPAIR TO HYDRAULIC NOT WORKING ON SOBEY'S COMPACTOR #1991 CAM-LOCK #976 HYDRAULIC HOSE,NYLON SLEEVE,CRIMP FITTING,O-RING	1277 1280 1280 1276 1277	16-Dec-2025 23-Dec-2025 23-Dec-2025 29-Dec-2025 30-Dec-2025	16-Dec-2025 23-Dec-2025 23-Dec-2025 29-Dec-2025 30-Dec-2025	69.55 1,244.07 770.77 41.73 56.93	69.55 1,244.07 770.77 41.73 56.93	0.00 0.00 0.00 0.00 0.00
<b>Supplier Totals :</b>					2,183.05	2,183.05	0.00
0159 CORP2IN5397	IDC COMMUNICATIONS GROUP T-159 REPAIRED 2 WAY ANTENNA	13	07-Jan-2026	07-Jan-2026	276.50	276.50	0.00
<b>Supplier Totals :</b>					276.50	276.50	0.00
1806 2025-1402	INTERSTEEL INDUSTRIES SLANT TOP FRONT LOEAD BINS-3,PLASTIC LIDS-3	1280	22-Dec-2025	22-Dec-2025	6,880.23	6,880.23	0.00
<b>Supplier Totals :</b>					6,880.23	6,880.23	0.00
2286 9PC8944	IRON MOUNTAIN CANADA CORPORATION SHREDDING NOVEMBER 25-DECEMBER 19/25	1284	31-Dec-2025	31-Dec-2025	413.10	413.10	0.00
<b>Supplier Totals :</b>					413.10	413.10	0.00
3455 49620	JAN-SAN EQUIPMENT SALES & SERVICE COVER ASSEMBLY,BRUSH	1276	12-Dec-2025	12-Dec-2025	134.59	134.59	0.00
<b>Supplier Totals :</b>					134.59	134.59	0.00
4306 INV5541	JSF TECHNOLOGIES ROUND BULLDOG PUSHBUTTON-3	1277	22-Dec-2025	22-Dec-2025	637.35	637.35	0.00
<b>Supplier Totals :</b>					637.35	637.35	0.00
4783 EXP 12/29/25 EXP 12/31/25	KEHLER CINDY EMPLOYEE CLOTHING PURCHASE-CINDY K EMPLOYEE FITNESS PURCHASE-CINDY K	1271 1289	29-Dec-2025 31-Dec-2025	29-Dec-2025 31-Dec-2025	207.14 18.26	207.14 18.26	0.00 0.00
<b>Supplier Totals :</b>					225.40	225.40	0.00

**CITY OF STEINBACH**  
**Council/Board Report-Smry (Computer)**



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Invoice No.	Description	Batch	Invoice Date	Due Date			
0166	KEYSTONE AGRI-MOTIVE (2005) INC.						
71882D	LOCTITE SILICONE	1277	12-Dec-2025	12-Dec-2025	60.09	60.09	0.00
72248D	#1944 GREASE FITTING	1277	16-Dec-2025	16-Dec-2025	10.47	10.47	0.00
72278D	T-105 CLEVIS PIN,GREASE ZERK	1277	16-Dec-2025	16-Dec-2025	11.67	11.67	0.00
72913D	AIR HOSE,HOSE CLAMP	1280	22-Dec-2025	22-Dec-2025	31.74	31.74	0.00
73206D	IMPACT DRILL	1276	24-Dec-2025	24-Dec-2025	311.36	311.36	0.00
73333D	#1975 HYDRAULIC TUBE KIT	1276	29-Dec-2025	29-Dec-2025	479.95	479.95	0.00
73342D	COMPRESSOR OIL	1278	29-Dec-2025	29-Dec-2025	36.85	36.85	0.00
73816D	#2012 LYNCH PIN, HARDWARE	9	02-Jan-2026	02-Jan-2026	13.72	13.72	0.00
<b>Supplier Totals :</b>					955.85	955.85	0.00
5738	KEYSTONE TRUCK PARTS LTD						
631101228	T-170 POWER STEERING RESEVOIR CAP	10	05-Jan-2026	05-Jan-2026	12.46	12.46	0.00
<b>Supplier Totals :</b>					12.46	12.46	0.00
5917	KOOTENAY MURPHY HOLDINGS LTD						
INV-0086	FIREPRO2 SERVICE CONTRACT JANUARY 1 TO DECEMBER 31 2026	14	01-Jan-2026	01-Jan-2026	3,398.78	3,398.78	0.00
<b>Supplier Totals :</b>					3,398.78	3,398.78	0.00
3923	LA BROQUERIE LUMBER						
162012	SYSTEM SAVER-126	1276	31-Dec-2025	31-Dec-2025	1,410.77	1,410.77	0.00
<b>Supplier Totals :</b>					1,410.77	1,410.77	0.00
0931	LANDMARK TRANSFER LTD.						
1084409	FREIGHT-CASTERLAND	1280	04-Dec-2025	04-Dec-2025	49.92	49.92	0.00
1084504	FREIGHT-RELIANT ACTION	1280	04-Dec-2025	04-Dec-2025	31.65	31.65	0.00
1084722	FREIGHT-RELIANT ACTION	1280	08-Dec-2025	08-Dec-2025	27.78	27.78	0.00
1084872	FREIGHT-M & L SUPPLIES	1276	09-Dec-2025	09-Dec-2025	27.78	27.78	0.00
1085463	FREIGHT-COMMERCIAL TRUCK	1280	15-Dec-2025	15-Dec-2025	27.78	27.78	0.00
1086294	FREIGHT-CROSS BORDER COURIER	1277	23-Dec-2025	23-Dec-2025	37.64	37.64	0.00
1086295	FREIGHT-RELIANT ACTION	1277	23-Dec-2025	23-Dec-2025	27.78	27.78	0.00
1086296	FREIGHT-COMMERCIAL POOL	1276	23-Dec-2025	23-Dec-2025	27.78	27.78	0.00
1086598	FREIGHT GORDS AUTO	1276	30-Dec-2025	30-Dec-2025	27.78	27.78	0.00
<b>Supplier Totals :</b>					285.89	285.89	0.00
3322	LANGE LISA						
EXP 12/30/25	2025 MILEAGE	1266	30-Dec-2025	30-Dec-2025	203.35	203.35	0.00
<b>Supplier Totals :</b>					203.35	203.35	0.00
2359	LEDINGHAM PONTIAC BUICK GMC						
427304A	T-159 DEDUCTIBLE PAYABLE	1280	08-Dec-2025	08-Dec-2025	750.00	750.00	0.00
427814	T-159 BRAKE INSPECTION	1280	11-Dec-2025	11-Dec-2025	44.75	44.75	0.00
427885	T-173 TIRE ROTATION	1284	08-Dec-2025	08-Dec-2025	44.75	44.75	0.00
<b>Supplier Totals :</b>					839.50	839.50	0.00
5874	LEGACY JANZEN'S PAINT & DESIGN INC						
2989	RUST A VOID	1275	19-Dec-2025	19-Dec-2025	45.30	45.30	0.00
3333	SEMI GLOSS BASE PAINT	1275	23-Dec-2025	23-Dec-2025	51.51	51.51	0.00



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3744	RUST A VOID	1275	31-Dec-2025	31-Dec-2025	45.30	45.30	0.00
<b>Supplier Totals :</b>					142.11	142.11	0.00
4807	LINDE CANADA INC						
54048085	PW CYLINDER RENTAL-DECEMBER 2025	1277	28-Dec-2025	28-Dec-2025	184.75	184.75	0.00
54048090	SW-CYLINDER RENTAL-DECEMBER 2025	1280	28-Dec-2025	28-Dec-2025	42.16	42.16	0.00
<b>Supplier Totals :</b>					226.91	226.91	0.00
4393	LOEWEN DAVID MARK						
EXP 12/31/25	2025 MILEAGE FOR EMERGENCY RESPONSE	1292	31-Dec-2025	31-Dec-2025	108.68	108.68	0.00
<b>Supplier Totals :</b>					108.68	108.68	0.00
5031	LOWRY MFG & SALES LTD						
W327371ARI	NITRILE GLOVES,HAND SOAP,TOILET TISSUE	1279	30-Dec-2025	30-Dec-2025	861.01	861.01	0.00
<b>Supplier Totals :</b>					861.01	861.01	0.00
0266	MACMOR INDUSTRIES LTD.						
1730641	WEB SLING,PARTICULATE RESPIRATOR,BLACK NITRILE GLOVES	1279	12-Dec-2025	12-Dec-2025	113.17	113.17	0.00
1731306	MASKING TAPE	1276	17-Dec-2025	17-Dec-2025	2.62	2.62	0.00
<b>Supplier Totals :</b>					115.79	115.79	0.00
0023	MANCO CONTROL SYSTEMS INC						
13246	WTP REMOTE SUPPORT	1275	31-Dec-2025	31-Dec-2025	201.60	201.60	0.00
13247	PS #3 REMOTE SUPPORT	1275	31-Dec-2025	31-Dec-2025	1,713.60	1,713.60	0.00
13250	LS2 REMOTE SUPPORT	1275	31-Dec-2025	31-Dec-2025	201.60	201.60	0.00
<b>Supplier Totals :</b>					2,116.80	2,116.80	0.00
4372	MANITOBA ASSOCIATION OF MUNICIPAL EMERGENCY						
01/16/26-RANDY R	TRAINING MODULE 7-COMMUNITY GRIEF & LOSS	21	05-Jan-2026	05-Jan-2026	200.00	200.00	0.00
<b>Supplier Totals :</b>					200.00	200.00	0.00
0491	MANITOBA ASSOCIATION OF FIRE CHIEFS						
2026-107	2026 MAFC MEMBERSHIP-TREVOR SCHELLENBERG	14	01-Jan-2026	01-Jan-2026	199.50	199.50	0.00
2026-108	2026 MAFC MEMBERSHIP-RON CHAUSSE	14	01-Jan-2026	01-Jan-2026	199.50	199.50	0.00
2026-109	2026 MAFC MEMBERSHIP-KELVIN TOEWS	14	01-Jan-2026	01-Jan-2026	199.50	199.50	0.00
2026-110	2026 MAFC MEMBERSHIP-RUSS REIMER	14	01-Jan-2026	01-Jan-2026	199.50	199.50	0.00
<b>Supplier Totals :</b>					798.00	798.00	0.00
0022	MANITOBA HYDRO NATURAL GAS						
12/25 6019756	320 FIRST ST-PARKING LOT-HYDRO	1285	22-Dec-2025	22-Dec-2025	59.88	59.88	0.00

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<b>Supplier Totals :</b>					59.88	59.88	0.00
0021	MANITOBA HYDRO NATURAL GAS						
12/25 6047269	ARTS CENTRE-GAS	1291	22-Dec-2025	22-Dec-2025	453.24	453.24	0.00
12/25 6052817	RESERVOIR-GAS	1292	19-Dec-2025	19-Dec-2025	141.29	141.29	0.00
12/25 6139473	ARENA-GAS	1291	18-Dec-2025	18-Dec-2025	3,215.00	3,215.00	0.00
12/25 6141659	TREATMENT PLANT-GAS	1292	30-Dec-2025	30-Dec-2025	339.69	339.69	0.00
12/25 6143509	CITY HALL-GAS	1285	22-Dec-2025	22-Dec-2025	752.44	752.44	0.00
12/25 6150898	FIRE HALL-GAS	1286	30-Dec-2025	30-Dec-2025	724.74	724.74	0.00
12/25 6179725	WELL#3-GAS	1292	30-Dec-2025	30-Dec-2025	64.97	64.97	0.00
12/25 6205707	JAKE EPP LIBRARY-GAS	1291	19-Dec-2025	19-Dec-2025	380.58	380.58	0.00
12/25 6236821	LIFT#2-GAS	1292	12-Dec-2025	12-Dec-2025	503.23	503.23	0.00
12/25 6247190	PUMPHOUSE/WELL#1-GAS	1292	30-Dec-2025	30-Dec-2025	64.97	64.97	0.00
12/25 6302920	AQUATIC CENTRE-GAS	1291	15-Dec-2025	15-Dec-2025	3,384.79	3,384.79	0.00
<b>Supplier Totals :</b>					10,024.94	10,024.94	0.00
0022	MANITOBA HYDRO NATURAL GAS						
12/25 6467812	CITY HALL-HYDRO	1285	22-Dec-2025	22-Dec-2025	3,001.70	3,001.70	0.00
12/25 6471187	ARTS CENTRE-HYDRO	1291	22-Dec-2025	22-Dec-2025	1,074.93	1,074.93	0.00
12/25 6473236	SUNRISE BAY-HYDRO	1288	30-Dec-2025	30-Dec-2025	31.73	31.73	0.00
12/25 6474972	STREET LIGHTING-HYDRO	1288	31-Dec-2025	31-Dec-2025	32,233.38	32,233.38	0.00
12/25 6475461	ARENA-HYDRO	1291	01-Dec-2025	01-Dec-2025	1,918.47	1,918.47	0.00
12/25 6475461A	ARENA-HYDRO	1291	29-Dec-2025	29-Dec-2025	1,705.05	1,705.05	0.00
12/25 6481577	AD PENNER PARK-CANTEEN BLDG-HYDRO	1291	15-Dec-2025	15-Dec-2025	48.72	48.72	0.00
12/25 6483304	AIRPORT-HYDRO	1288	15-Dec-2025	15-Dec-2025	106.84	106.84	0.00
12/25 6485293	LIFT#2-HYDRO	1292	12-Dec-2025	12-Dec-2025	448.52	448.52	0.00
12/25 6487996	LANDFILL-HYDRO	1289	23-Dec-2025	23-Dec-2025	3,790.23	3,790.23	0.00
12/25 6490275	LAGOON BLOWER BLDG-HYDRO	1292	04-Dec-2025	04-Dec-2025	5,932.84	5,932.84	0.00
12/25 6490348	LIFT#4-HYDRO	1292	04-Dec-2025	04-Dec-2025	32.80	32.80	0.00
12/25 6495231	AIRPORT LOUNGE-HYDRO	1288	15-Dec-2025	15-Dec-2025	205.95	205.95	0.00
12/25 6495767	COMPACTOR BLDG-HYDRO	1289	23-Dec-2025	23-Dec-2025	489.06	489.06	0.00
12/25 6495804	WELCOME TO STEINBACH SIGN-HYDRO	1288	29-Dec-2025	29-Dec-2025	73.16	73.16	0.00
12/25 6500682	FIRE HALL-HYDRO	1286	30-Dec-2025	30-Dec-2025	1,375.81	1,375.81	0.00
12/25 6500731	PUMPHOUSE/WELL#1-HYDR O	1292	30-Dec-2025	30-Dec-2025	2,487.36	2,487.36	0.00
12/25 6501868	TREATMENT PLANT-HYDRO	1292	30-Dec-2025	30-Dec-2025	441.41	441.41	0.00
12/25 6504107	MAIN STREET ORNAMENTAL-HYDRO	1288	22-Dec-2025	22-Dec-2025	363.18	363.18	0.00
12/25 6505655	PARK LIGHTS-AUTUMNWOOD DR-HYDRO	1291	16-Dec-2025	16-Dec-2025	13.24	13.24	0.00
12/25 6505656	PARK LIGHTS-ELMDALE ST-HYDRO	1291	17-Dec-2025	17-Dec-2025	13.24	13.24	0.00
12/25 6505663	PARK LIGHTS-MCKENZIE AVE-HYDRO	1291	23-Dec-2025	23-Dec-2025	13.24	13.24	0.00
12/25 6506323	LIFT#1-HYDRO	1292	15-Dec-2025	15-Dec-2025	5,995.26	5,995.26	0.00
12/25 6506453	ELMDALE STREET-HYDRO	1288	19-Dec-2025	19-Dec-2025	182.26	182.26	0.00
12/25 6507118	LIFT#3-HYDRO	1292	29-Dec-2025	29-Dec-2025	396.36	396.36	0.00
12/25 6507321	MAIN STREET-HYDRO	1288	19-Dec-2025	19-Dec-2025	122.36	122.36	0.00
12/25 6507392	OPERATIONS BUILDING-HYDRO	1287	12-Dec-2025	12-Dec-2025	1,777.49	1,777.49	0.00
12/25 6507645	MAIN STREET ORNAMENTAL-HYDRO	1288	30-Dec-2025	30-Dec-2025	197.77	197.77	0.00
12/25 6507698	LIBRARY-HYDRO	1291	19-Dec-2025	19-Dec-2025	1,476.48	1,476.48	0.00
12/25 6508285	MILLWORK SHOP#2-HYDRO	1292	12-Dec-2025	12-Dec-2025	3,741.27	3,741.27	0.00
12/25 6508408	RESERVOIR-HYDRO	1292	19-Dec-2025	19-Dec-2025	2,088.55	2,088.55	0.00
12/25 6508785	STREET LIGHT-500 FIRST ST-HYDRO	1288	16-Dec-2025	16-Dec-2025	13.24	13.24	0.00
12/25 6509714	LIFT#5-HYDRO	1292	15-Dec-2025	15-Dec-2025	236.39	236.39	0.00
12/25 6509724	AQUATIC CENTRE-HYDRO	1291	15-Dec-2025	15-Dec-2025	6,882.93	6,882.93	0.00



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12/25 6667218	INTERSECTION-BARKMAN & PTH 52-HYDRO	1288	31-Dec-2025	31-Dec-2025	52.44	52.44	0.00
12/25 6702828	LPS BLDG-HYDRO	1292	29-Dec-2025	29-Dec-2025	163.45	163.45	0.00
12/25 6703567	SEWAGE TRANSFER STATION-HYDRO	1292	12-Dec-2025	12-Dec-2025	152.84	152.84	0.00
12/25 6707884	DEERFIELD WALKWAY-HYDRO	1288	29-Dec-2025	29-Dec-2025	209.78	209.78	0.00
12/25 6728408	OUTDOOR SKATING RINK-HYDRO	1291	19-Dec-2025	19-Dec-2025	28.65	28.65	0.00
<b>Supplier Totals :</b>					79,518.38	79,518.38	0.00
0021	MANITOBA HYDRO NATURAL GAS						
12/25 6731262	CURLING RINK-GAS	1291	18-Dec-2025	18-Dec-2025	930.67	930.67	0.00
<b>Supplier Totals :</b>					930.67	930.67	0.00
0022	MANITOBA HYDRO NATURAL GAS						
12/25 6743957	SOCCER PARK-HYDRO	1291	12-Dec-2025	12-Dec-2025	63.22	63.22	0.00
12/25 6749112	PHOSPHORUS STORAGE BLDG-HYDRO	1292	04-Dec-2025	04-Dec-2025	30.88	30.88	0.00
12/25 6759197	LPS BLDG#2-HYDRO	1292	15-Dec-2025	15-Dec-2025	121.93	121.93	0.00
12/25 6761860	LIFT STATION#6-HYDRO	1292	24-Dec-2025	24-Dec-2025	272.03	272.03	0.00
12/25 6765957	PUMPING STATION#3-HYDRO	1292	15-Dec-2025	15-Dec-2025	3,379.10	3,379.10	0.00
12/25 6783436	COMPACTOR SHOP-HYDRO	1289	23-Dec-2025	23-Dec-2025	198.93	198.93	0.00
12/25 6785706	BULK WATER STATION-HYDRO	1292	12-Dec-2025	12-Dec-2025	78.79	78.79	0.00
12/25 6792888	AD PENNER PARK-BALL DIAMOND-HYDRO	1291	15-Dec-2025	15-Dec-2025	324.08	324.08	0.00
12/25 6809103	OUTDOOR RINK-HYDRO	1291	18-Dec-2025	18-Dec-2025	229.63	229.63	0.00
12/25 6810425	LIFT#7-HYDRO	1292	24-Dec-2025	24-Dec-2025	115.87	115.87	0.00
12/25 6826250	ARENA-HYDRO	1274	18-Dec-2025	18-Dec-2025	34,226.24	34,226.24	0.00
<b>Supplier Totals :</b>					39,040.70	39,040.70	0.00
0034	MANITOBA MUNICIPAL EMPLOYEES CLEARING						
451 12/31/25	RPP & LTD P/R #25 & 26	1285	31-Dec-2025	31-Dec-2025	106,655.10	106,655.10	0.00
<b>Supplier Totals :</b>					106,655.10	106,655.10	0.00
2342	MANTIE KARA						
EXP 12/31/25	EMPLOYEE CLOTHING PURCHASE-KARA M	1285	31-Dec-2025	31-Dec-2025	106.39	106.39	0.00
<b>Supplier Totals :</b>					106.39	106.39	0.00
5591	MANVEILER CARRIE						
EXP 12/31/25	2025 MILEAGE	1285	31-Dec-2025	31-Dec-2025	71.54	71.54	0.00
<b>Supplier Totals :</b>					71.54	71.54	0.00
5923	MARTENS MELODY						
01/09/26	REPURCHASE OF INTERMENT RIGHTS COLUMBARIUM 1,COLUMN D,NICHE 1	26	09-Jan-2026	09-Jan-2026	3,170.00	3,170.00	0.00
<b>Supplier Totals :</b>					3,170.00	3,170.00	0.00
5921	MARTENS EMMA						
EXP 01/05/26	EMPLOYEE CLOTHING & FITNESS PURCHASE-EMMA M	21	05-Jan-2026	05-Jan-2026	59.44	59.44	0.00



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<b>Supplier Totals :</b>					59.44	59.44	0.00
0468	MARTENS RUDY						
EXP 01/08/26	EMPLOYEE BOOT PURCHASE-RUDY M	27	08-Jan-2026	08-Jan-2026	266.52	266.52	0.00
EXP 12/28/25	2025 MILEAGE FOR EMERGENCY RESPONSE	1292	28-Dec-2025	28-Dec-2025	50.47	50.47	0.00
<b>Supplier Totals :</b>					316.99	316.99	0.00
0255	MARTIN DIESEL SERVICE LTD						
215633	T-114 REPAIRS REQUIRED TO COMPLETE SAFETY	1275	19-Dec-2025	19-Dec-2025	448.11	448.11	0.00
215665	T-170 ECM CALIBRATION UPDATE	1277	22-Dec-2025	22-Dec-2025	262.24	262.24	0.00
215677	T-99 REPAIRS REQUIRED TO COMPLETE SAFETY	1275	22-Dec-2025	22-Dec-2025	234.63	234.63	0.00
215711	T-112 STEER AXLE AIRBAG	1277	24-Dec-2025	24-Dec-2025	145.12	145.12	0.00
215713	T-46 HELPER BRACKET	1277	24-Dec-2025	24-Dec-2025	57.96	57.96	0.00
215743	T-85 LAMP,RIGHT TURN SIGNAL,LICENSE LIGHT,LICENSE PLATE BRACKET	1275	29-Dec-2025	29-Dec-2025	85.69	85.69	0.00
215800	F-311 RED LED TURTLEBACK LIGHT	14	02-Jan-2026	02-Jan-2026	12.46	12.46	0.00
<b>Supplier Totals :</b>					1,246.21	1,246.21	0.00
2738	MAZERGROUP - WINNIPEG SOUTH						
P55217	OIL	1277	24-Dec-2025	24-Dec-2025	238.61	238.61	0.00
P55283	RETURNED OIL	1277	30-Dec-2025	30-Dec-2025	-119.31	-119.31	0.00
P55356	#976 HOSE ENDS,HYDRAULIC HOSE,O-RING	10	02-Jan-2026	02-Jan-2026	113.33	113.33	0.00
<b>Supplier Totals :</b>					232.63	232.63	0.00
2797	McMUNN & YATES BUILDING SUPPLIES (1982) LTD						
14-10677210	ROUND HEAD MACHINE SCREWS,HANDLE	1280	19-Dec-2025	19-Dec-2025	24.12	24.12	0.00
14-10685111	WHITE MAX HOOK-4	1278	29-Dec-2025	29-Dec-2025	37.27	37.27	0.00
14-10686710	WHITE MAX HOOK-2	1278	30-Dec-2025	30-Dec-2025	21.06	21.06	0.00
14-10686714	PRIMER SEALER	1278	30-Dec-2025	30-Dec-2025	45.91	45.91	0.00
14-10688791	EYE BOLT WITH HEX NUT	1278	31-Dec-2025	31-Dec-2025	9.23	9.23	0.00
<b>Supplier Totals :</b>					137.59	137.59	0.00
5741	MECCCC GENERAL SERVICES LTD						
5485	CLEANING CONTRACT DECEMBER 2025	1287	31-Dec-2025	31-Dec-2025	12,514.61	12,514.61	0.00
<b>Supplier Totals :</b>					12,514.61	12,514.61	0.00
0528	MINISTER OF FINANCE MANITOBA AGRICULTURE AND						
2026-CHRIS FREU	2026 PESTICIDE APPLICATOR'S LICENCE-CHRIS FREUND	4	02-Jan-2026	02-Jan-2026	100.00	100.00	0.00
2026-JON PRIES	2026 PESTICIDE APPLICATOR'S LICENCE-JON PRIES	4	02-Jan-2026	02-Jan-2026	100.00	100.00	0.00
2026-RYAN PLETT	2026 PESTICIDE APPLICATOR'S LICENCE-RYAN PLETT	4	02-Jan-2026	02-Jan-2026	100.00	100.00	0.00
2026-SUSANA HAI	2026 PESTICIDE APPLICATOR'S LICENCE-SUSANA	4	02-Jan-2026	02-Jan-2026	100.00	100.00	0.00

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<b>Supplier Totals :</b>					400.00	400.00	0.00
4148	MORRAN ABIGAIL						
EXP 12/30/25	EMPLOYEE CLOTHING PURCHASE-ABIGAIL M	1290	31-Dec-2025	31-Dec-2025	67.89	67.89	0.00
<b>Supplier Totals :</b>					67.89	67.89	0.00
4396	MOTHER EARTH RECYCLING INC						
25-028981	RECYCLING MATTRESS FEE-182 UNITS	1280	31-Dec-2025	31-Dec-2025	3,439.80	3,439.80	0.00
<b>Supplier Totals :</b>					3,439.80	3,439.80	0.00
0035	MTS INC C/O BELL CANADA BGIS O&M SOLUTIONS						
X01476105726010	OPERATIONS #90659012	23	01-Jan-2026	01-Jan-2026	414.40	414.40	0.00
X01476131826010	CITY HALL #90659004	21	01-Jan-2026	01-Jan-2026	414.40	414.40	0.00
X01476132326010	AQUATIC CENTRE #90659020	26	01-Jan-2026	01-Jan-2026	414.40	414.40	0.00
X01476660726010	CITY HALL	21	04-Jan-2026	04-Jan-2026	1,747.63	1,747.63	0.00
X01476818526010	ADMIN FAX/ALARM	21	04-Jan-2026	04-Jan-2026	48.19	48.19	0.00
X01476822926010	OPERATIONS BLDG-RECEPTION	23	04-Jan-2026	04-Jan-2026	548.26	548.26	0.00
X01476826826010	FIRE HALL	22	04-Jan-2026	04-Jan-2026	430.92	430.92	0.00
X01476827426010	MILLWORK DR SHOP-FAX	23	04-Jan-2026	04-Jan-2026	46.73	46.73	0.00
X01476829226010	AQUATIC ALARM/MAINTENANCE	26	04-Jan-2026	04-Jan-2026	46.73	46.73	0.00
X01476853326010	AQUATIC CENTRE-RECEPTION	26	04-Jan-2026	04-Jan-2026	619.99	619.99	0.00
X01476861926010	FIRE 911 PAGING SYSTEM	22	04-Jan-2026	04-Jan-2026	66.89	66.89	0.00
X01476901426010	LANDFILL	24	04-Jan-2026	04-Jan-2026	450.75	450.75	0.00
<b>Supplier Totals :</b>					5,249.29	5,249.29	0.00
5919	MUELLER GINETTE						
CREDIT 12/29/25	AQ PAYOUT CREDIT-PRIVATE LESSON WITHDRAWAL	1290	29-Dec-2025	29-Dec-2025	203.50	203.50	0.00
<b>Supplier Totals :</b>					203.50	203.50	0.00
4468	NELSON GRANITE LIMITED						
114590	PLAQUE-VASE ENDS/FULL DATES-JOHN B AND MARIE FUNK	1276	17-Dec-2025	17-Dec-2025	668.85	668.85	0.00
<b>Supplier Totals :</b>					668.85	668.85	0.00
1111	NETWORK MEDIA						
18233	EMPLOYMENT AD-ARENA MAINTENANCE	1276	17-Dec-2025	17-Dec-2025	31.49	31.49	0.00
18234	EMPLOYMENT AD-COMMUNICATIONS COORDINATOR	1284	19-Dec-2025	19-Dec-2025	31.49	31.49	0.00
18238	EMPLOYMENT AD-PW MAINTENANCE/OPERATOR 1	1277	30-Dec-2025	30-Dec-2025	31.49	31.49	0.00
<b>Supplier Totals :</b>					94.47	94.47	0.00
2928	NIAKWA PIZZA						
385689	FD DRILL DEC 16/25	1281	16-Dec-2025	16-Dec-2025	575.87	575.87	0.00
<b>Supplier Totals :</b>					575.87	575.87	0.00



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5707	NOR-TEC GROUP LTD						
2588	SEC-RECEPTACLES	1276	23-Dec-2025	23-Dec-2025	2,874.14	2,874.14	0.00
2598	SEC-BUZZER INSTALL	1276	29-Dec-2025	29-Dec-2025	1,107.99	1,107.99	0.00
2599	SEC-EXTERIOR RECEPTACLE	1276	29-Dec-2025	29-Dec-2025	1,692.99	1,692.99	0.00
<b>Supplier Totals :</b>					5,675.12	5,675.12	0.00
5735	NORS CONSTRUCTION EQUIPMENT CANADA GW						
PSI/273292	#940 HYDRAULIC OIL	1277	13-Nov-2025	13-Nov-2025	208.59	208.59	0.00
PSI/277572	#940 SNAP RING,ROLLER BEARINGS,SEAL,BEARING CONE,BEARING CUP	1277	17-Dec-2025	17-Dec-2025	2,429.21	2,429.21	0.00
PSI/277655	WET BRAKE OIL	1277	17-Dec-2025	17-Dec-2025	1,784.02	1,784.02	0.00
<b>Supplier Totals :</b>					4,421.82	4,421.82	0.00
0492	OFFICE INNOVATIONS INC						
IN496004	CH-IM C6010 COPIER MAINT DECEMBER 2025	1284	31-Dec-2025	31-Dec-2025	718.92	718.92	0.00
<b>Supplier Totals :</b>					718.92	718.92	0.00
5680	ONPOINT						
1014053	SIGNS (STAY OUT OF PLAYER BENCH)-3	1276	08-Dec-2025	08-Dec-2025	258.72	258.72	0.00
1014054	SIGNS (FIRST AID:AED)-8	1276	16-Dec-2025	16-Dec-2025	325.92	325.92	0.00
1014055	BROCHURES-500	1280	16-Dec-2025	16-Dec-2025	395.78	395.78	0.00
<b>Supplier Totals :</b>					980.42	980.42	0.00
2908	PBX TRUCK SERVICE INC						
01P102522	T-136 MIRROR	1280	30-Dec-2025	30-Dec-2025	159.87	159.87	0.00
<b>Supplier Totals :</b>					159.87	159.87	0.00
3630	PDS CANADA CORP.						
PS-INV103757	SOFTWARE CUSTOMIZATION/CONFIGUR ATION AND ASSISTANCE	1284	31-Dec-2025	31-Dec-2025	375.00	375.00	0.00
<b>Supplier Totals :</b>					375.00	375.00	0.00
0110	PENNER DAVE						
EXP 12/23/25	EMPLOYEE CLOTHING PURCHASE-DAVE P	1272	23-Dec-2025	23-Dec-2025	310.42	310.42	0.00
<b>Supplier Totals :</b>					310.42	310.42	0.00
PT00001113	PENNER MERVIN T						
PTREF JAN0226	Refund on PT Account 451 - 0195600.000	5	02-Jan-2026	02-Jan-2026	160.00	160.00	0.00
<b>Supplier Totals :</b>					160.00	160.00	0.00
2038	PPF SALES & SERVICE INC						
49353-02	MOTOR REPLACEMENT	1276	31-Dec-2025	31-Dec-2025	1,045.09	1,045.09	0.00
<b>Supplier Totals :</b>					1,045.09	1,045.09	0.00
0807	PHOTOS BY CINDI						
12	STAFF,WALL PORTRAITS,RECRUIT	1281	31-Dec-2025	31-Dec-2025	743.65	743.65	0.00



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Invoice No.	Description	Batch	Invoice Date	Due Date			
	CLASS OF 2025						
<b>Supplier Totals :</b>					743.65	743.65	0.00
2402	PISTON RING						
458201	FLAP DISC	1276	19-Dec-2025	19-Dec-2025	15.32	15.32	0.00
458284	T-46 WIPER BLADE	1277	19-Dec-2025	19-Dec-2025	30.98	30.98	0.00
458623	T-94 FILTER KIT,TRANSMISSION PAN,FLUID	1276	22-Dec-2025	22-Dec-2025	312.55	312.55	0.00
458759	T-94 STABILIZER BAR LINK KIT	1276	22-Dec-2025	22-Dec-2025	127.41	127.41	0.00
459248	T-133 DOOR LOCK LINKAGE CLIPS	1276	24-Dec-2025	24-Dec-2025	6.27	6.27	0.00
459751	#1944 BATTERY	1277	29-Dec-2025	29-Dec-2025	188.11	188.11	0.00
460351	T-97 BATTERY	1276	31-Dec-2025	31-Dec-2025	230.89	230.89	0.00
460672	SYNTHETIC OIL	10	02-Jan-2026	02-Jan-2026	689.57	689.57	0.00
460699	MOLY TAC	9	02-Jan-2026	02-Jan-2026	75.49	75.49	0.00
651043	RETURN T-133 DOOR HANDLE	1276	24-Dec-2025	24-Dec-2025	-106.07	-106.07	0.00
651116	T-97 RETURNED CORE	1276	31-Dec-2025	31-Dec-2025	-24.64	-24.64	0.00
<b>Supplier Totals :</b>					1,545.88	1,545.88	0.00
0020	PITNEY BOWES						
3202688786	CONTRACT #0041468329 POSTAGE MACHINE & SCALE NOV 1/25-JAN 31/26	21	02-Jan-2026	02-Jan-2026	1,238.99	1,238.99	0.00
<b>Supplier Totals :</b>					1,238.99	1,238.99	0.00
2389	PITNEYWORKS PREPAID						
REFILL 01/02/26	POSTAGE METER REFILL #5173160	3	02-Jan-2026	02-Jan-2026	9,450.00	9,450.00	0.00
<b>Supplier Totals :</b>					9,450.00	9,450.00	0.00
5282	PJ'S ELECTRIC INC						
6867	CHANGED TRANSFORMER FOR THE PUMP	1276	23-Dec-2025	23-Dec-2025	581.53	581.53	0.00
<b>Supplier Totals :</b>					581.53	581.53	0.00
3132	PLETT ALEC						
EXP 12/28/25	2025 MILEAGE FOR EMERGENCY RESPONSE	1292	28-Dec-2025	28-Dec-2025	44.59	44.59	0.00
<b>Supplier Totals :</b>					44.59	44.59	0.00
3250	PLETT LOUIS MARK						
EXP 12/31/25	MILEAGE DECEMBER 2025,EMPLOYEE CLOTHING PURCHASE-LOUIS P	1285	31-Dec-2025	31-Dec-2025	52.48	52.48	0.00
<b>Supplier Totals :</b>					52.48	52.48	0.00
3760	PRAIRIE HVAC						
149814	CHECK OPERATION OF C2	1276	29-Dec-2025	29-Dec-2025	398.72	398.72	0.00
<b>Supplier Totals :</b>					398.72	398.72	0.00
2569	PRAIRIE PROPANE LTD						
80591	#1991 33LB CYLINDER RENTAL JAN TO DECEMBER 2025	1276	31-Dec-2025	31-Dec-2025	551.04	551.04	0.00



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Invoice No.	Description	Batch	Invoice Date	Due Date			
80643	#1991 33LB FILLS-11	1276	15-Dec-2025	15-Dec-2025	392.70	392.70	0.00
80713	#1991 33LB FILLS-7	1276	22-Dec-2025	22-Dec-2025	249.90	249.90	0.00
80750	#1991 33LB FILLS-4	1276	29-Dec-2025	29-Dec-2025	142.80	142.80	0.00
<b>Supplier Totals :</b>					1,336.44	1,336.44	0.00
5383	PREMIER TRUCK GROUP OF STEINBACH						
87903063	T-174 FULL SERVICE	1280	17-Dec-2025	17-Dec-2025	1,166.45	1,166.45	0.00
<b>Supplier Totals :</b>					1,166.45	1,166.45	0.00
0053	PUROLATOR INC.						
510224296	FREIGHT-SEAHAWK	1281	27-Dec-2025	27-Dec-2025	110.27	110.27	0.00
<b>Supplier Totals :</b>					110.27	110.27	0.00
5582	QUATRO HOMES LTD						
12/31/25	REFUND SEWER IMPACT FEE COS-2025-315	1285	31-Dec-2025	31-Dec-2025	3,859.00	3,859.00	0.00
COS-2024-176	DEPOSIT RELEASE-COS-2024-176 - 330 FIRST ST	1269	30-Dec-2025	30-Dec-2025	20,000.00	20,000.00	0.00
<b>Supplier Totals :</b>					23,859.00	23,859.00	0.00
0002	QUINTEX SERVICES LTD.						
2212134	PW-COVERALL CLEANING-4	1277	18-Dec-2025	18-Dec-2025	19.73	19.73	0.00
2213822	AQ MATS DEC 23/25	1282	23-Dec-2025	23-Dec-2025	64.09	64.09	0.00
2215010	PW MATS DEC 25/25,COVERALL CLEANING-4	1277	25-Dec-2025	25-Dec-2025	87.19	87.19	0.00
2215715	FD MATS DEC 29/25,SHIRT & CARGO PANT-3	1281	29-Dec-2025	29-Dec-2025	70.30	70.30	0.00
2215716	LF MATS DEC 29/25,COVERALL CLEANING-2	1280	29-Dec-2025	29-Dec-2025	82.83	82.83	0.00
2217999	PW-COVERALL CLEANING-1	1277	31-Dec-2025	31-Dec-2025	6.20	6.20	0.00
2219723	AQ MATS JAN6/26	15	06-Jan-2026	06-Jan-2026	64.09	64.09	0.00
<b>Supplier Totals :</b>					394.43	394.43	0.00
2263	RECREATION MANITOBA						
03131	CONNECT 2026 RECREATION CONFERENCE-DANIEL TAILLEFER	26	07-Jan-2026	07-Jan-2026	663.60	663.60	0.00
<b>Supplier Totals :</b>					663.60	663.60	0.00
1213	RELIANT ACTION LTD						
863366	AMBER REPLACEMENT LENS BEACON	1277	23-Dec-2025	23-Dec-2025	184.25	184.25	0.00
<b>Supplier Totals :</b>					184.25	184.25	0.00
2452	REMAX PERFORMANCE REALTY						
DEPOSIT 148 HANOVER RD E	DEPOSIT 148 HANOVER RD E	28	09-Jan-2026	09-Jan-2026	5,000.00	5,000.00	0.00
<b>Supplier Totals :</b>					5,000.00	5,000.00	0.00
5922	REMPEL TAELYN						
2025	2025 RECERT REIMBURSEMENT	1290	31-Dec-2025	31-Dec-2025	224.43	224.43	0.00



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<b>Supplier Totals :</b>					224.43	224.43	0.00
5685 EXP 12/31/25	REMPEL PATRICK WAYNE EMPLOYEE CLOTHING/BOOT PURCHASE-PATRICK R	1289	31-Dec-2025	31-Dec-2025	155.08	155.08	0.00
<b>Supplier Totals :</b>					155.08	155.08	0.00
0231 25-1736 25-1777	RENE'S SEPTIC SERVICES PUMP TANK-AIRPORT TOILET RENTAL-LANDFILL-DECEMBER 2025	1277 1280	22-Dec-2025 31-Dec-2025	22-Dec-2025 31-Dec-2025	152.25 246.75	152.25 246.75	0.00 0.00
26-0001 26-0002	PUMP TANK-LANDFILL OFFICE,MAIN SHOP PUMP TANK-AIRPORT	13 10	02-Jan-2026 05-Jan-2026	02-Jan-2026 05-Jan-2026	283.50 152.25	283.50 152.25	0.00 0.00
<b>Supplier Totals :</b>					834.75	834.75	0.00
4526 EXP 12/31/25	RIEDEL DREW 2025 MILEAGE FOR EMERGENCY RESPONSE	1292	31-Dec-2025	31-Dec-2025	82.22	82.22	0.00
<b>Supplier Totals :</b>					82.22	82.22	0.00
0988 EXP 12/31/25	ROUKEMA PAUL MILEAGE & INTERNET DECEMBER 2025	1285	31-Dec-2025	31-Dec-2025	142.60	142.60	0.00
<b>Supplier Totals :</b>					142.60	142.60	0.00
0291 3913 3922	RT SIGNS CHANGEABLE PANEL INSERT-BRIAN D,DEREK V,JOSEPH B SIGN PANEL-E.A FRIESEN PARK,OAK TIMBER,STEEL TUBING	13 9	01-Jan-2026 01-Jan-2026	01-Jan-2026 01-Jan-2026	55.45 4,032.00	55.45 4,032.00	0.00 0.00
<b>Supplier Totals :</b>					4,087.45	4,087.45	0.00
4032 1964	RURAL ANIMAL MANAGEMENT SERVICES ANIMAL CONTROL SERVICES DECEMBER 2025	1285	31-Dec-2025	31-Dec-2025	6,615.00	6,615.00	0.00
<b>Supplier Totals :</b>					6,615.00	6,615.00	0.00
4553 2025	SAUCIER IRELAND 2025 RECERT REIMBURSEMENT	1290	31-Dec-2025	31-Dec-2025	204.36	204.36	0.00
<b>Supplier Totals :</b>					204.36	204.36	0.00
4014 EXP 12/26/25	SAWATZKY CRECENS EMPLOYEE CLOTHING/BOOT PURCHASE-CRECENS S	1271	29-Dec-2025	29-Dec-2025	492.39	492.39	0.00
<b>Supplier Totals :</b>					492.39	492.39	0.00
5014 2026	SEG INC 2026 OPERATING SUBSIDY	28	06-Jan-2026	06-Jan-2026	728,030.87	728,030.87	0.00
<b>Supplier Totals :</b>					728,030.87	728,030.87	0.00



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1801	SHAW CABLESYSTEMS LIMITED						
12/25 38 0577 0367	DEC/25 FIRE HALL INTERNET	1267	24-Dec-2025	24-Dec-2025	140.00	140.00	0.00
<b>Supplier Totals :</b>					140.00	140.00	0.00
0239	SIEMENS WALDO JACOB						
EXP 12/22/25	ERMC MEETING DEC 8/25-ST PIERRE	1266	29-Dec-2025	29-Dec-2025	34.30	34.30	0.00
<b>Supplier Totals :</b>					34.30	34.30	0.00
5920	SINGLETON CATHRYN						
2025	2025 RECERT REIMBURSEMENT	1290	31-Dec-2025	31-Dec-2025	111.03	111.03	0.00
<b>Supplier Totals :</b>					111.03	111.03	0.00
0042	SMITH NEUFELD JODOIN LLP						
UBREFJAN0826	Refund on account 001-01803400-001.	17	08-Jan-2026	08-Jan-2026	99.69	99.69	0.00
<b>Supplier Totals :</b>					99.69	99.69	0.00
5302	SMS EQUIPMENT INC						
RSI-70117450	KOMATSU RENTAL DECEMBER 16 2025-JANUARY 12 2026 SN: 89437	1277	31-Dec-2025	31-Dec-2025	7,347.20	7,347.20	0.00
RSI-70117451	KOMATSU RENTAL DECEMBER 16 2025-JANUARY 12 2026 SN: 89440	1277	31-Dec-2025	31-Dec-2025	7,347.20	7,347.20	0.00
<b>Supplier Totals :</b>					14,694.40	14,694.40	0.00
5634	SOUTHEAST ENVIRO TESTING						
IN959	AQ WATER TEST : S2314	1276	19-Dec-2025	19-Dec-2025	115.50	115.50	0.00
IN972	WW WATER TEST : S2350	1275	16-Dec-2025	16-Dec-2025	210.00	210.00	0.00
IN976	WW WATER TEST : S2375	1275	23-Dec-2025	23-Dec-2025	210.00	210.00	0.00
IN982	WW WATER TEST S2385	1275	30-Dec-2025	30-Dec-2025	210.00	210.00	0.00
IN983	AQ WATER TEST : S2387	1276	30-Dec-2025	30-Dec-2025	115.50	115.50	0.00
<b>Supplier Totals :</b>					861.00	861.00	0.00
1701	SOUTHERN HEALTH - SANTÉ SUD						
12/19/25	DONATION IN MEMORY OF DWIGHT DOERKSEN'S FATHER IN LAW	1284	19-Dec-2025	19-Dec-2025	150.00	150.00	0.00
<b>Supplier Totals :</b>					150.00	150.00	0.00
0661	SOUTHERN MANITOBA BROADCASTING CO LTD						
31684-1025-13743	CONSISTENT CAMPAIGN DECEMBER 2025	1284	31-Dec-2025	31-Dec-2025	420.00	420.00	0.00
31684-1074-28384	PUBLIC NOTICE ON STEINBACH ONLINE	1284	31-Dec-2025	31-Dec-2025	840.00	840.00	0.00
<b>Supplier Totals :</b>					1,260.00	1,260.00	0.00
5865	STANG LUKAS						
COS-2025-96	DEPOSIT RELEASE-COS-2025-96 - 55 CARRERA COVE	886	18-Sep-2025	18-Sep-2025	2,500.00	2,500.00	0.00



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Invoice No.	Description	Batch	Invoice Date	Due Date			
<b>Supplier Totals :</b>					2,500.00	2,500.00	0.00
2531	STEINBACH FIRE PROTECTION INC.						
24323	ANNUAL FIRE EXTINGUISHER INSPECTION,FIRE ALARM PANEL-ARENA	1276	04-Dec-2025	04-Dec-2025	152.32	152.32	0.00
24457	PANEL KEYS,KEY TAGS	14	06-Jan-2026	06-Jan-2026	46.63	46.63	0.00
<b>Supplier Totals :</b>					198.95	198.95	0.00
1021	STEINBACH SECURITY SERVICES INC						
4562	CITY PATROL SECURITY-JANUARY 2026	16	01-Jan-2026	01-Jan-2026	12,499.20	12,499.20	0.00
<b>Supplier Totals :</b>					12,499.20	12,499.20	0.00
2051	STERK ALLEN ARTHUR						
EXP 12/29/25	2025 MILEAGE FOR EMERGENCY RESPONSE	1292	29-Dec-2025	29-Dec-2025	111.82	111.82	0.00
<b>Supplier Totals :</b>					111.82	111.82	0.00
1487	SUNSHINE NURSERY						
1227	CHRISTMAS TREES,WREATHS,WINTER PLANTERS	1279	23-Dec-2025	23-Dec-2025	2,166.43	2,166.43	0.00
1229	PEAT MOSS,PROMIX BALE,TREES/SHRUBS,EDGIN G LENGTHS,EDGING STAKES	1276	23-Dec-2025	23-Dec-2025	405.86	405.86	0.00
<b>Supplier Totals :</b>					2,572.29	2,572.29	0.00
0281	SUPER SPLASH AUTO CLEANING LTD						
55771	WASH-T103	1213	05-Dec-2025	05-Dec-2025	6.98	6.98	0.00
55772	WASH-T121	1213	05-Dec-2025	05-Dec-2025	10.97	10.97	0.00
56150	WASH-T126	1245	12-Dec-2025	12-Dec-2025	12.97	12.97	0.00
56293	WASH-T155	1206	12-Dec-2025	12-Dec-2025	19.50	19.50	0.00
56661	WASH-#2007	1245	17-Dec-2025	17-Dec-2025	26.57	26.57	0.00
56727	WASH-T173	1266	19-Dec-2025	19-Dec-2025	13.97	13.97	0.00
57143	WASH-T155	1266	31-Dec-2025	31-Dec-2025	19.50	19.50	0.00
<b>Supplier Totals :</b>					110.46	110.46	0.00
4758	SWIFT HIGH SPEED.COM						
8622	NETWORK MONITORING & MANAGEMENT SERVICE-JANUARY 2026	16	01-Jan-2026	01-Jan-2026	168.00	168.00	0.00
<b>Supplier Totals :</b>					168.00	168.00	0.00
5159	T S BERGMAN INC						
3581	HYDROVAC SERVICES HANDICAP PARKING,STALL PARKING SIGNPOST EXCAVATION-SEC	1276	30-Dec-2025	30-Dec-2025	1,113.00	1,113.00	0.00
<b>Supplier Totals :</b>					1,113.00	1,113.00	0.00
0037	THE CANADA LIFE ASSURANCE COMPANY PAYMENT						
01/26 150375 1	CANADA LIFE PREMIUMS JANUARY 2026	3	25-Dec-2025	25-Dec-2025	439.77	439.77	0.00
01/26 42373 1	CANADA LIFE PREMIUMS	3	24-Dec-2025	24-Dec-2025	59,519.14	59,519.14	0.00



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Supplier Code	Supplier Name				Invoice Amount	Paid Amount	Discount Amount
Invoice No.	Description	Batch	Invoice Date	Due Date			
JANUARY 2026							
<b>Supplier Totals :</b>					59,958.91	59,958.91	0.00
4266	THE CARILLON						
SCI72722	PUBLIC NOTICE BY-LAW 2268	1284	31-Dec-2025	31-Dec-2025	548.89	548.89	0.00
SCI72723	2025 HOLIDAY GREETINGS	1284	31-Dec-2025	31-Dec-2025	1,541.14	1,541.14	0.00
<b>Supplier Totals :</b>					2,090.03	2,090.03	0.00
3592	THE RENTAL HOUSE						
1-2343017	TARP	1280	02-Dec-2025	02-Dec-2025	448.00	448.00	0.00
1-2344321	AIR FILTER,SPARK PLUG	8	06-Jan-2026	06-Jan-2026	53.74	53.74	0.00
<b>Supplier Totals :</b>					501.74	501.74	0.00
5558	THE SHERWIN WILLIAMS CO						
97905203201225	#2019 HYDRAULIC FLUID	1277	04-Dec-2025	04-Dec-2025	51.24	51.24	0.00
<b>Supplier Totals :</b>					51.24	51.24	0.00
3993	THIESSEN ADAM						
EXP 12/23/25	INTERNET OCT-DEC 2025,GIS MEETING	1266	23-Dec-2025	23-Dec-2025	126.38	126.38	0.00
<b>Supplier Totals :</b>					126.38	126.38	0.00
0409	THREE WAY BUILDERS LTD						
COS-2024-271	DEPOSIT RELEASE-COS-2024-271 - 63 ESSEX DR	1269	31-Dec-2025	31-Dec-2025	20,000.00	20,000.00	0.00
COS-2024-289	DEPOSIT RELEASE-COS-2024-289 - 73 ESSEX DR	1269	31-Dec-2025	31-Dec-2025	20,000.00	20,000.00	0.00
<b>Supplier Totals :</b>					40,000.00	40,000.00	0.00
0350	TK ELEVATOR (CANADA) LIMITED						
2885899	ELEVATOR MAINTENANCE-SAC JAN 1-JUNE 30/26	11	01-Jan-2026	01-Jan-2026	384.55	384.55	0.00
<b>Supplier Totals :</b>					384.55	384.55	0.00
0201	UAP/NAPA AUTO PARTS						
423-986008	QUALISORB ABSORBANT	1281	18-Dec-2025	18-Dec-2025	528.36	528.36	0.00
423-986702	T-131 TRANSMISSION FILTER,OIL PAN KIT	1276	29-Dec-2025	29-Dec-2025	291.03	291.03	0.00
423-986792	T-131 OIL	1276	29-Dec-2025	29-Dec-2025	120.43	120.43	0.00
<b>Supplier Totals :</b>					939.82	939.82	0.00
4988	WAAGENAAR JOHNNY DAVID						
EXP 12/23/25	EMPLOYEE BOOT PURCHASE-JOHN W	1291	23-Dec-2025	23-Dec-2025	98.53	98.53	0.00
<b>Supplier Totals :</b>					98.53	98.53	0.00
5727	WARKENTIN MATALYN						
2025	2025 RECERT REIMBURSEMENT	1290	31-Dec-2025	31-Dec-2025	224.43	224.43	0.00
<b>Supplier Totals :</b>					224.43	224.43	0.00



**Supplier :** 0001 To STMP000225

**Batch :** \II

**Cheque Dates :** Jan 02, 2026 To Jan 15, 2026

**Bank :** 4 To 4

Supplier Code Invoice No.	Supplier Name Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
0470 EXP 12/31/25	WARKENTIN ROBYN TROY 2025 MILEAGE,CELL PHONE JAN-DEC 2025,ADMIN MEETING DEC 31/25	1285	31-Dec-2025	31-Dec-2025	1,421.40	1,421.40	0.00
<b>Supplier Totals :</b>					1,421.40	1,421.40	0.00
4398 EXP 12/22/25	WOLGEMUTH NATHAN DAVID EMPLOYEE CLOTHING PURCHASE-NATHAN W	1272	22-Dec-2025	22-Dec-2025	94.06	94.06	0.00
<b>Supplier Totals :</b>					94.06	94.06	0.00
5728 2025	ZUEV MATVEY 2025 RECERT REIMBURSEMENT	1290	31-Dec-2025	31-Dec-2025	217.76	217.76	0.00
<b>Supplier Totals :</b>					217.76	217.76	0.00
<b>Computer Paid Total :</b>					<b>1,495,616.89</b>	<b>1,495,616.89</b>	<b>0.00</b>

**CITY OF STEINBACH**  
**Council/Board Report-Summary (EFT)**



**AP5060** **Page :** 24  
**Date :** Jan 15, 2026 **Time :** 11:14 am

**Supplier :** 0001 To STMP000225  
**Batch :** All

**EFT Date :** 02-01-2026 **To** 15-Jan-2026  
**Bank :** 4 To 4

Supplier Code	Supplier Name			Invoice	Paid	Discount	
Invoice No.	Description	Batch	Invoice Date	Due Date	Amount	Amount	Amount
0164	RECEIVER GENERAL FOR CANADA						
PR#1/26 RP0001	PR#1 REMITTANCE 10813 0014 RP0001	3	02-Jan-2026	02-Jan-2026	96,547.87	96,547.87	0.00
PR#1/26 RP0002	PR#1 REMITTANCE 10813 0014 RP0002	3	02-Jan-2026	02-Jan-2026	7,428.85	7,428.85	0.00
<b>Supplier Totals :</b>					<b>103,976.72</b>	<b>103,976.72</b>	<b>0.00</b>
<b>EFT Paid Total :</b>					<b>103,976.72</b>	<b>103,976.72</b>	<b>0.00</b>

**Total Unpaid for Approval :** 0.00  
**Total Discount :** 0.00  
**Total Manually Paid for Approval :** 0.00  
**Total Computer Paid for Approval :** 1,495,616.89  
**Total EFT Paid for Approval :** 103,976.72  
**Grand Total ITEMS for Approval :** 1,599,593.61