

# Board Meeting Agenda

## Capital Planning Region Board – Inaugural Meeting

Wednesday, April 26, 2023, 1:30 PM – 5:00 PM

Canad Inns Destination Centre Polo Park – 1405 St. Matthews Ave, Winnipeg, MB

### 1. Opening

#### 1.1 Opening Remarks

*Action: Information*

#### 1.2 Designation and Introduction to Board Chair and Vice Chair

*Action: Declaration*

#### 1.3 Call to Order

*Action: Declaration*

*Lead: Chair Moore*

#### 1.4 Board Introductions

*Action: Information*

*Lead: Chair Moore*

### 2 Approval of Regular Meeting Agenda for April 26, 2023

*Action: Approval*

*Lead: Chair Moore*

**Motion:** That the Capital Planning Board approve the Regular Meeting Agenda for April 26, 2023, as presented:

Moved:

Seconded:

Carried:

### 3 Procedural Bylaw Discussion and Adoption [See Briefing Note and Bylaw]

*Action: Approval*

*Lead: Chair Moore*

**\*\*EXPERT TO HIGHLIGHT BEST PRACTICE**

**Motion:** That the Capital Planning Board approve the Procedural Bylaw as presented.

Moved:

Seconded:

Carried:

### 4 Statutory Corporation Name Change [See Briefing Note]

*Action: Approval*

*Lead: Chair Moore*

**Motion:** That the Capital Planning Board approve the public facing name change of the statutory corporation from *Capital Planning Region* to *Winnipeg Metropolitan Region*.

Moved:

Seconded:

Carried:

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5 **In Camera** - Asset Transfer from existing Province of Manitoba to the Capital Planning Board  
See Briefing Note, and the Transition Inventory]  
Transition Agreement to be provided at Board meeting.

*Action: Approval*  
*Lead: Chair Moore*

**Motion:** That the Capital Planning Board accept the transfer of assets as detailed in the Transition Agreement.

Moved:                      Seconded:                      Carried:

6 **In Camera** - Staff Transfer from WMR to CPR Board [See Briefing Note and Legal Opinion]

*Action: Approval*  
*Lead: Chair Moore*

**Motion:** That the Capital Planning Board accept the transfer of staff as outlined in the opinion from Thompson Dorfman Sweatman LLP.

Moved:                      Seconded:                      Carried:

7 Officers Appointment [See Briefing Note]

*Action: Approval*  
*Lead: Chair Moore*

**Motion:** That the Capital Planning Board appoint Michael Moore, Elisabeth Saftiuk, Scott Gillingham, Brad Erb and Debbie Fiebelkorn as officers of the corporation.

Moved:                      Seconded:                      Carried:

8 Budget and Finance

8.1 2023 Budget [See Briefing Note and Budget]

*Action: Approval*  
*Lead: Chair Moore*

**Motion:** That the Capital Planning Board approve the 2023 budget for the Winnipeg Metropolitan Region.

Moved:                      Seconded:                      Carried:

8.2 Banking [See Briefing Note and Employee Credit Card Policy]

*Action: Approval*  
*Lead: Chair Moore*

**Motion:** That the Capital Planning Board resolve to: 1.) Update the bank and credit card accounts, with the Capital Planning Region Corporation as the account holder; 2.) Identify the officers having signing authority; and 3.) Accept the existing policy that dictates credit card usage within the organization, until such time that the new board updates the policy.

Moved:                      Seconded:                      Carried:

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9 Assignment and Extension of Lease for 4-875 St. James Street [See Briefing Note and Copy of Lease]

*Action: Approval*

*Lead: Chair Moore*

**Motion:** That the Capital Planning Board accept the assignment of the lease at 4-875 St. James Street from the Winnipeg Metropolitan Region and re-sign the lease agreement for a new 3-year term starting February 1, 2024.

Moved:

Seconded:

Carried:

10 Additional items for board discussion and approval

11 Consent Agenda:

*Action: Approval of the consent agenda*

*Lead: Chair Moore*

11.1 Approve the Provincial Funding Agreement between the Province of Manitoba and the Capital Planning Board for April 1, 2023 – December 31, 2023 and direct the Board Chair to sign on behalf of the Board of Directors. [See Briefing Note and Agreement, if available]

11.2 Approve the 2023 Municipal Contribution Amounts [See Briefing Note and Schedule]

11.3 Approve auditor and agent of record appointment [See Briefing Note and Engagement Letter]

11.4 Approve pension and insurance transfer [See Briefing Note, Pension Letter, Insurance Letter]

11.5 Approve the 2023-2024 Meeting and AGM Schedule [See Briefing Note, Schedule, Calendar]

11.6 Approve the Lake Friendly Official Mark transfer [See Briefing Note and Letter]

11.7 Receive member contact list for information [See Briefing Note and Contact List]

11.8 Receive member portal access and log-in instructions for information by individual email.

**Motion:** That the Capital Planning Board approve the consent agenda of April 26, 2023, as presented:

Moved:

Seconded:

Carried:

12 Adjournment

*Action: Declaration*

*Lead: Chair Moore*

**Motion:** To adjourn the meeting

Moved:

Seconded:

Carried:

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