

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	<p>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. <i>Action: Approval</i> <i>Lead: Chair Moore</i></p> <p>Motion: That the Capital Planning Board accept the transfer of assets as detailed in the Transition Agreement.</p> <p>Moved: Seconded: Carried</p>
6	<p>In Camera – Staff Transfer from WMR to CPR Board [See Briefing Note and Legal Opinion] <i>Action: Approval</i> <i>Lead: Chair Moore</i></p> <p>Motion: That the Capital Planning Board accept the transfer of staff as outlined in the opinion from Thompson Dorfman Sweatman LLP.</p> <p>Moved: Seconded: Carried</p>
7	<p>Officers Appointment [See Briefing Note] <i>Action: Approval</i> <i>Lead: Chair Moore</i></p> <p>Motion: That the Capital Planning Board appoint Michael Moore, Elisabeth Saftiuk, Scott Gillingham, Brad Erb and Debbie Fiebelkorn as officers of the corporation.</p> <p>Moved: Seconded: Carried</p>
8	<p>Budget and Finance 8.1 2023 Budget [See Briefing Note and Budget] <i>Action: Approval</i> <i>Lead: Chair Moore</i></p> <p>Motion: That the Capital Planning Board approve the 2023 budget for the Winnipeg Metropolitan Region.</p> <p>Moved: Seconded: Carried</p> <p>8.2 Banking [See Briefing Note and Employee Credit Card Policy] <i>Action: Approval</i> <i>Lead: Chair Moore</i></p> <p>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 have 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.</p> <p>Moved: Seconded: Carried</p>

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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:

13



AGENDA ITEM 3 - Bylaw

CAPITAL PLANNING REGION

Briefing Note

PROCEDURAL BYLAW ADOPTION

SUPPORTING DOCUMENT

Attachment 3.1: Procedural Bylaw

Procedural Bylaw

ATTACHMENT 3.1

<< See Bylaw - next page >>

**TITLE: CAPITAL PLANNING REGION ORGANIZATION AND
PROCEDURES BY-LAW**

BY-LAW NUMBER: 1

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The Board of Directors of the Capital Planning Region enacts as follows:

BY-LAW TITLE

This By-law shall be known as the Capital Planning Region Organization and Procedures By-law.

1 DEFINITIONS

In this By-law

- a) "Act" means *The Planning Act*, C.C.S.M. c. P80, as amended from time to time and any successor legislation.
- b) "Annual General Meeting" means a yearly meeting of the Board of Directors of the CPR as required by the CPR Regulation.
- c) "Board" means the Board of Directors of the CPR.
- d) "Board Meeting(s)" means a Regular Board Meeting, Annual General Meeting or Special Board Meeting of the Board of Directors but does not include a Public Hearing held by the Board of Directors.
- e) "Chair" means the Chair of the Board of the CPR as appointed by the Minister of Municipal Relations.
- f) "Closed Meeting" means a meeting of the Board or a portion of a meeting of the Board that has been closed to the Public.
- g) "Committee" means a committee created by the CPR which includes members of the Board of Directors of the CPR as established in accordance with this By-law.
- h) "CPR" means the Capital Planning Region as established in accordance with the Act and the CPR Regulation.
- i) "CPR Regulation" means the *Capital Planning Region Regulation #161/2022* as amended from time to time and any successor regulations.
- j) "Director(s)" means a member of the Board of Directors of the CPR appointed in accordance with the CPR Regulation.
- k) "Electronic Meeting" means attending a meeting remotely by being virtually present through means of electronic communication including, audio teleconference, video teleconference or the Internet.
- l) "Executive Director" means the Executive Director for the CPR as appointed by By-law or Resolution of the Board of Directors.
- m) "Point of Order" means the raising of a question by a Director to call attention to a departure from the rules detailed in this By-law.
- n) "Proponent" means an owner, applicant or representative who advocates for a proposal on a matter for which a Public Hearing is being held.
- o) "Public" means any person that is not a member of the Board of Directors of the CPR.
- p) "Public Hearing" means a forum to hear any person who wishes to make representation, ask questions, or register an objection as provided for in the Act or CPR Regulation, or any other act or regulation.
- q) "Question of Privilege" means all matters affecting the rights and immunities of the Board collectively or of its members individually.

- r) “Regular Board Meeting” means a meeting of the Board as detailed in Section 4 of this By-law.
- s) "Resolution" means a motion that is proposed or has been formally adopted in accordance with the CPR Regulation at a Board Meeting in accordance with this By-law.
- t) “Special Board Meeting” means a meeting of the Board as detailed in Section 5 of this By-law.
- u) “Vice-chair” means the Vice-chair of the Board of the CPR as appointed by the Minister of Municipal Relations.

Notation: Use of "they" in this By-law is to be interpreted in the context of a singular gender-neutral pronoun; or plural, as the case may be.

2 APPLICATION AND INTERPRETATION

- (1) This By-law shall govern Board Meetings and Public Hearings and shall be binding upon all Directors and regional member municipalities represented thereby.
- (2) To the extent that a procedural matter is not dealt with in the Act or this By-law, the Board may refer to Robert’s Rules of Order Newly Revised.
- (3) The procedural rules governing the Board shall be determined, in order of priority, by the application of the following:
 - a. the Act;
 - b. CPR Regulation and any other regulation in force from time to time governing the CPR;
 - c. this By-law and any other By-law of the CPR enacted from time to time; and
 - d. Robert’s Rules of Order Newly Revised.

3 MANDATE OF CPR

- (1) The mandate of CPR is to enhance economic and social development by improving and coordinating sustainable land use and development in the region through:
 - a. adopting a regional plan;
 - b. facilitating and promoting regional considerations in providing infrastructure and services;
 - c. leading the development of regional responses to the planning issues of its member municipalities; and
 - d. identifying and promoting opportunities for the regional member municipalities to cooperate in the cost-effective development of infrastructure and the provision of services on a regional basis.

4 ANNUAL GENERAL MEETING AND REGULAR BOARD MEETINGS

- (1) An Annual General Meeting of the Board will be held each year as part of the last Regular Board Meeting of that year.
- (2) Date, time and place of Regular Board Meetings for the next following year will be set each year at the Annual General Meeting and may subsequently be amended by Resolution of the Board.
- (3) All Annual General Meetings and Regular Board Meetings will be open to members of the Public except for any portion of the meeting that has been determined to be a Closed Meeting in accordance with this By-law.

5 SPECIAL BOARD MEETINGS

- (1) A Special Board Meeting may be called at any time by the Chair or by two (2) Directors by providing a written request to the Executive Director that provides at least seven (7) days' notice and includes the following:
 - a. the date and place of the Special Board Meeting;
 - b. an agenda for the Special Board Meeting that details the topics to be discussed; and
 - c. any available information relevant to the topics listed in the Special Board Meeting agenda.
- (2) Directors shall be given a minimum of 48 hours' notice of a Special Board Meeting;
- (3) Special Board Meetings shall not be open to members of the Public.
- (4) A Resolution may not be passed or adopted at a Special Board Meeting.
- (5) A Special Board Meeting or any Regular Board Meeting other than an Annual General Meeting may be held and duly constituted at any time without notice if all the Directors are present or, if absent Directors have waived notice or signified their consent in writing to the meeting being held in their absence.

6 ELECTRONIC MEETING

- (1) A Board Meeting or Public Hearing may be conducted in whole or in part by means of an Electronic Meeting.
- (2) The Executive Director shall establish practices and procedures for participation by Directors and the Public at an Electronic Meeting.
- (3) Directors must notify the Executive Director a minimum of forty-eight (48) hours prior to the Board Meeting or Public Hearing of their intent to participate virtually.
- (4) Directors attending a Board Meeting or Public Hearing as an Electronic Meeting shall be required to audibly indicate their presence and, provided that the Director attending electronically can hear and be heard by the other attendees, such Director will be recorded as being present and shall be entitled to vote as if they were attending the Board Meeting or Public Hearing in person.
- (5) A requirement in this By-law to meet at a specific place or to provide notice of the place of a meeting does not apply to a fully Electronic Meeting.
- (6) A Board Meeting or Public Hearing conducted wholly as an Electronic Meeting shall include sufficient information as to provide the Public with a means to electronically access the open session, if any, of such Electronic Meeting.

7 CLOSED MEETING

- (1) Subject to this Section, Annual General Meetings, Regular Board Meetings and Public Hearings shall be held openly and no person shall be excluded, except for misconduct.
- (2) The Board may by Resolution close all or part of a Board Meeting to the Public if the matter to be considered relates to:
 - a. an employee, including the employee's salary, duties and benefits and any appraisal of the employee's performance;
 - b. a matter that is in its preliminary stages and respecting which discussion in Public could prejudice the CPR's ability to carry out its activities or negotiations;
 - c. the conduct of existing or anticipated legal proceedings;

- d. the conduct of an investigation under, or enforcement of, the Act or a by-law of the CPR;
 - e. the security of documents or premises;
 - f. a report of the Ombudsman received by CPR; or
 - g. any other matter that the Board may in public session decide.
- (3) No one is permitted to be present during a Closed Meeting except for individuals whose presence is determined by the Chair to be reasonably necessary to assist the Board in its deliberations.
- (4) No Resolution or by-law may be passed at a Closed Meeting, except a Resolution to re-open the meeting to the Public.
- (5) All information, documentation, notes or deliberations received, reviewed, or taken in a Closed Meeting are confidential and must not be released to the Public or any individual not entitled to be present at the Closed Meeting except that a Board member may share information from a Closed Meeting with the Council of the regional member municipality that they represent, but only in a Closed Meeting of that Council.

8 QUORUM

- (1) A majority of the Directors of the Board appointed in accordance with the CPR Regulation constitutes a quorum at any Board Meeting and must include:
- a. the Chair or Vice-chair; and
 - b. the Director representing the City of Winnipeg.
- (2) If no quorum is present within fifteen (15) minutes after the time scheduled for a meeting, the meeting may be adjourned by the Chair.

9 EXECUTIVE DIRECTOR AND OTHER OFFICERS

- (1) The officers of the CPR shall consist of an Executive Director, who shall also act as the chief executive officer, and any such other officers as the Board of Directors may determine and appoint from time to time. Any two offices may be held by the same person. Officers need not be Directors.
- (2) The Executive Director and other officers of the CPR shall be appointed and removed by Resolution of the Directors.

10 DUTIES OF DIRECTORS, OFFICERS AND OFFICIALS

(1) Duties of Directors

- a. The Directors shall manage, or supervise the management of, the business and affairs of the CPR.
- b. Subject to the limitations provided in the Act, the Regulation and these By-laws, the Directors may delegate:
 - i. to a Committee of Directors, any of the powers of the Directors; and
 - ii. to the Executive Director and any other persons appointed as officers of the CPR, such duties and powers to manage the business and affairs of the CPR as the Directors may determine.
- c. Every Director in exercising their powers and discharging their duties shall act honestly and in good faith with a view to the best interests of the CPR, and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

(2) Duties of the Chair

- a. The Chair, or in the absence of the Chair, the Vice-chair shall:
 - i. open and adjourn Board Meetings and Public Hearings;
 - ii. chair Board Meetings and Public Hearings;
 - iii. preserve order and decorum in Board Meetings and Public Hearings;
 - iv. rule on all questions of procedure;
 - v. ensure that each Director who wishes to speak to a Resolution is granted the opportunity to do so;
 - vi. determine the speaking order when two or more Directors or others wish to speak;
 - vii. decide who, aside from Directors, may address the Board;
 - viii. encourage engagement and participation of all Directors; and
 - ix. facilitate open discussion and respectful debate.
- b. The Chair shall be a Director and have voting rights as a Director.
- c. The Chair will each year at two (2) separate Regular Board Meetings, place on the Closed Meeting agenda the following topics:
 - i. Board only – to discuss preparation of Executive Director annual performance evaluation; and
 - ii. Board only – to discuss results of Executive Director annual performance evaluation.

(3) Duties of the Vice-chair

- a. The Vice-chair shall chair Board Meetings or Public Hearings when the Chair is absent or unable to act as Chair, and shall have all the powers and responsibilities of the Chair under this By-law during the absence or incapacity of the Chair.
- b. The Vice-chair shall be a Director and have voting rights as a Director.

(4) Duties of the Executive Director

- a. The Executive Director shall:
 - i. report to the Board and provide the Board with information and advice with respect to the operation of the CPR;
 - ii. when requested, provide information and advice to the Chair and Board on procedural matters in Board Meetings or Public Hearings;
 - iii. prepare Board Meeting agendas in accordance with this By-law and any policies established by the Board;
 - iv. ensure minutes of the Board Meetings are accurately recorded;
 - v. review proposed policies to ensure compliance with this By-law;
 - vi. implement and enforce all orders and Resolutions of, and By-laws enacted by, the Board from time to time;
 - vii. appoint, promote, demote, suspend and terminate employees of the CPR; and
 - viii. perform the duties and the responsibilities as more specifically detailed in the Executive Director's job description as determined by the Board.
- b. All CPR staff shall report to the Executive Director who shall be the chief executive and

administrative head of the CPR and who shall administer its business and affairs in accordance with the Act, the CPR Regulation, the By-laws of the CPR, and with all policies and programs approved and established by the Board from time to time.

(5) Signing Authority

- a. All cheques, agreements, contracts and other instruments of the CPR shall be signed by:
 - i. the Chair or Vice-chair; or
 - ii. the Executive Director or such other officer or staff member of the CPR as is approved for that purpose by By-law or Resolution of the Board; or
 - iii. such person or persons as may be specifically approved for such purpose by Resolution of the Board from time to time.
- b. All By-laws of the CPR shall be signed by the Chair and:
 - i. the Vice Chair; or
 - ii. another person authorized by the Board.

11 COMMITTEES

- (1) The Board may by Resolution establish Committees which may be comprised of Board members and such other appointees as the Board deems appropriate.
- (2) The Board shall establish Terms of Reference for each Committee which shall include:
 - a. chair – who shall act as chair of the Committee;
 - b. quorum – what constitutes a quorum of the Committee;
 - c. membership – who is appointed to the Committee;
 - d. authority – what authority is delegated to the Committee;
 - e. purpose – what is the purpose of the Committee;
 - f. term – the end date for the Committee, if applicable; and
 - g. such other terms as the Board determines are applicable.
- (3) Committees may establish their own procedures for meetings in accordance with any Terms of Reference established by the Board.
- (4) Meetings of Committees need not be open to members of the Public.

12 CONFLICT OF INTEREST

- (1) A Director who:
 - a. has a reasonable belief that they have a direct or indirect pecuniary interest as defined in the CPR Conflict of Interest By-law, in a matter before the Board, or any Committee to which they are appointed; or
 - b. is a party to any material contract or proposed material contract with the CPR; or
 - c. is a director or an officer of or has a material interest in any person who is a party to a material contract or proposed material contract with the CPR,shall be deemed to be in a "Conflict of Interest".
- (2) Any Director deemed to be in a Conflict of Interest shall:
 - a. disclose in writing to the Board or request to have entered in the minutes of a Board Meeting the nature and extent of their Conflict of Interest;

- b. not attempt in any way, either before, during or after the meeting at which the matter subject to the Conflict of Interest is to be debated, to influence the voting on the matter; and
 - c. if present at the meeting, abstain from discussion or voting on any questions relating to the matter and remove themselves from the meeting room, or disconnect from the meeting if attending electronically, until the matter is concluded.
- (3) The disclosure required in Section 11(2) shall be made by the Director forthwith upon becoming aware of the Conflict of Interest, and in any event prior to any discussion or voting on any questions relating to the matter.
- (4) The minutes of the meeting shall indicate the declaration of disclosure, the time at which the Director left the room or disconnected electronically from the meeting, and the time the Director returned to the meeting.

13 CONDUCT OF BOARD MEETINGS

(1) Agenda for Regular Board Meeting

- a. The agenda for each Regular Board Meeting shall be prepared by the Executive Director and approved by the Chair.
- b. Order of the agenda for a Regular Board Meeting shall be as follows:
 - i. Call to order
 - ii. Adoption of agenda
 - iii. Adoption of minutes of previous Board Meeting
 - iv. Public Hearings
 - v. Business arising from previous Board Meeting
 - vi. Items for information only; consent agenda items
 - vii. New business – reports and recommendations
 - viii. Closed Meeting
 - ix. Adjournment

(2) The following applies to the preparation of a Regular Board Meeting agenda:

- a. all items to be placed on the agenda, whether initiated by the Executive Director or Directors, must be provided to the Executive Director at least fourteen (14) days prior to the scheduled time of the Board Meeting;
- b. an agenda shall be prepared by the Executive Director, in consultation with the Chair, and shall include:
 - i. all matters scheduled to that Regular Board Meeting by prior Resolution of the Board;
 - ii. matters of business which warrant and require discussion and debate and a decision of the Board;
- c. agenda items requiring a Resolution of the Board shall be accompanied by a report from the Executive Director that includes an analysis of the issue, options and a recommendation;
- d. in establishing the agenda, the Executive Director may establish a specific time for the introduction of and debate of any agenda item;
- e. the Regular Board Meeting agenda shall, together with copies of supporting materials for each agenda item, be distributed to Board members via email a minimum of one (1) week in advance of the scheduled time of the Regular Board Meeting;

- f. the Regular Board Meeting agenda must be published to the CPR website at least three (3) business days before each Regular Board Meeting; and
 - g. at any Regular Board Meeting, prior to adoption of the agenda, additional agenda items may be added by the Board, provided that only items considered to be of a time sensitive nature needing approval prior to the next Regular Board meeting may be added.
- (3) The following applies to the Closed Meeting agenda:
- a. Closed Meeting section of the agenda is meant to serve to discuss any matter which fits the criteria for a Closed Meeting as listed in this By-law;
 - b. through the Chair or Executive Director, a Director may request at least fourteen (14) days in advance of the Regular Board Meeting an item be added to the Closed Meeting section of the agenda and the request must be accompanied with rationale and reference to the applicable criteria for a Closed Meeting in this By-law; and
 - c. if an emerging matter is identified during a Regular Board Meeting as falling within the criteria for a Closed Meeting in Subsection 7(2) of this By-law, such item may be added to the Closed Meeting portion of the agenda either by the Chair or by Resolution of the Board.
- (4) The order of business to adopt the agenda at any Board Meeting shall be consideration of the proposed agenda and adoption of it, subject to;
- a. approval of the consent agenda, and
 - b. any amendment that the Board may approve to add or delete items to the agenda.
- (5) After adoption of the agenda, the Board may alter the order of the items on the agenda, by vote, for convenience of the meeting.

14 CONSENT AGENDA

- (1) The proposed consent agenda for each Board Meeting shall be prepared by the Executive Director and approved by the Chair.
- (2) The proposed consent agenda shall include:
 - a. all information-only items that do not require discussion, debate or a decision by the Board;
 - b. it is understood and expected that all Directors will have reviewed and are familiar with the consent agenda items prior to the commencement of each respective Regular Board Meeting;
 - c. should a Director wish to transfer an item from the consent agenda to an item of new business on the agenda, such requests must be made during a Regular Board Meeting and prior to approval of the consent agenda and are not subject to debate;
 - d. items transferred from the consent agenda to new business on the agenda will be placed for discussion following the last substantive agenda item of the regular agenda and subject to the planned/scheduled adjournment of the meeting; and
 - e. correction to any items contained within the consent agenda should be raised and recorded when the approval Resolution for the consent agenda is before the Board.

15 CONDUCT OF PUBLIC HEARINGS

- (1) Board Members sitting at a Public Hearing constitute an impartial body that must consider all sides of the merits of the application in a Public forum before making a decision. Contact with members of the Public, including the Proponent, outside of the Public Hearing forum to discuss matters related to the application is not permitted.

- (2) A Public Hearing may be conducted in whole or in part as an Electronic Meeting.
- (3) The Board shall establish a policy that details practices and procedures for the conduct of a Public Hearing as an Electronic Meeting in whole or in part.
- (4) A Public Hearing conducted wholly as an Electronic Meeting shall include sufficient information as to provide the Public with a means to electronically access the Electronic Meeting.
- (5) All members of the Public wishing to speak at a Public Hearing should register with the Executive Director prior to the Public Hearing. Names of registered speakers for a Public Hearing will not be released to the Public prior to the Public Hearing.
- (6) To open a Public Hearing, the Chair shall declare the Public Hearing in session, state the purpose of the Public Hearing and outline Public Hearing procedures.
- (7) The Executive Director, or their delegate, shall introduce the application, Resolution or By-law and shall briefly state the intended purpose. Staff presentations, if required, shall follow the introduction of the application, Resolution, or By-law.
- (8) The order for members of the Public to speak at Public Hearing under the Act shall be as follows:
 - a. the Proponent;
 - b. members of the Public in support of the application;
 - c. members of the Public opposed to the application; and
 - d. members of the Public wishing to provide information.

Following such presentations, the Proponent may speak in rebuttal to address any matter raised by the previous speakers but may not provide new information unless it addresses a matter raised by the previous speakers.

- (9) In each category set forth in Subsection 15(8), the Chair shall call upon those persons who have registered with the Executive Director to speak first, followed by those persons at the Public Hearing who have not registered with the Executive Director but who wish to address the Board.
- (10) Presentations by the Public may be made orally, in writing, or both and may be accompanied by a video presentation, which must be submitted to the Executive Director at least ninety-six (96) hours prior to the scheduled time of the Public Hearing. Presentations shall be limited to ten (10) minutes in length unless there is consent by the Chair to extend the allotted time, after which the Board may wish to ask questions. All questions must be directed through the Chair.
- (11) The Chair may decide which presentations will be heard if they are satisfied that presentations are the same or similar. The Chair may decline to hear further presentations, questions or objections where the Chair is satisfied that the presentation deals with duplicative information and does not present any new information for Board consideration.
- (12) The Chair may require any member of the Public who, in the opinion of the Chair, is conducting themselves in a disorderly or improper manner to leave the Public Hearing and, if that person fails to do so, may cause that person to be removed.
- (13) If a Public Hearing is adjourned to continue on another date, the Board shall provide a public notice of the date, time and place of continuation of the Public Hearing, unless that information is announced at the adjournment. The Board shall not receive any additional submissions in relation to the subject matter until it reconvenes the Public Hearing.
- (14) Following Public presentations, the Chair shall declare the Public Hearing closed. Once the Public Hearing is closed, the Chair shall advise that no further information on the matter shall be received by the Board. Debate concerning matters raised at the Public Hearing shall take place after the Public Hearing is closed. The Board may then make a decision with respect to the application, Resolution or By-law.

16 PROCEDURE FOR BOARD MEETINGS AND PUBLIC HEARINGS

- (1) All questions and debate at a Meeting or Public Hearing of the Board shall be directed through the Chair.
- (2) The Chair may participate in debate on any matter before the Board by relinquishing the chair to the Vice-chair.
- (3) The Chair may make a Resolution on any matter on the agenda but before doing so the Chair must relinquish the chair to the Vice-chair until the vote on the Resolution has been taken. The Vice-chair, while acting in the role of the Chair, may participate in debate by relinquishing the chair. In this circumstance the Board will by Resolution appoint a Director to chair the Board Meeting or Public Hearing until a vote on the Resolution has been taken.
- (4) Items that are on the agenda and do not have a recommended Resolution may be discussed by the Board at the discretion of the Chair.
- (5) Question of Privilege and Point of Order
 - a. A Director who is speaking may only be interrupted by another Director on:
 - i. a Question of Privilege; or
 - ii. a Point of Order.
 - b. The Director who is speaking when a Point of Order or Question of Privilege is raised shall cease speaking immediately.
 - c. The Chair may grant permission:
 - i. to the Director raising the Point of Order or Question of Privilege to explain the issue briefly; and
 - ii. to the Director who was speaking to respond briefly, but otherwise, a Point of Order or Question of Privilege is not debatable or amendable.
 - d. The Chair must rule on a Point of Order or Question of Privilege and no vote will be taken unless there is a challenge by a Director to the ruling.
- (6) Challenging the Ruling of the Chair
 - a. Any Director may challenge the ruling of the Chair on a Point of Order or Question of Privilege and state the terms of the challenge.
 - b. When there is a challenge to the ruling of the Chair, all further debate shall cease until the challenge has been dealt with by the Board.
 - c. If a ruling of the Chair is challenged, the Chair shall briefly state the reasons for the Chair's ruling and then put the question to the Board.
 - d. The Board shall decide the challenge, by vote, without debate.
 - e. The decision of the Board on the challenge is final.

17 MAINTAINING ORDER IN BOARD MEETINGS AND PUBLIC HEARINGS

- (1) Maintaining order in Board Meetings and Public Hearings – Board of Directors
 - a. The Chair may call to order any Director who is out of order.
 - b. A Director who is called to order must cease talking or otherwise engaging in the activity specified by the Chair in the call to order.
 - c. When a Director has been called to order but persists in breaching the order of the Board, the Chair may name the Director and declare the offence.
 - d. The Executive Director shall ensure the offence is noted in the minutes.

- e. If a Director who has been named apologizes to the Board and withdraws the offensive statement or action, then the Chair may direct that the notation of the offence be removed from the minutes.
- f. A Director who is called to order or named may immediately thereafter challenge the ruling of the Chair and state the terms of the challenge.
- g. When there is a challenge to the ruling of the Chair, all further debate shall cease until the challenge has been dealt with by the Board.

(2) Maintaining order in Board Meetings and Public Hearings – The Public

- a. No person present at a Board Meeting or Public Hearing shall cause any disturbance, interrupt any speaker or interfere with the action of the Board.
- b. The Chair may call to order any person who has created a disturbance and may expel that person from the Board Meeting or Public Hearing.

18 RULES FOR RESOLUTIONS

(1) Resolutions

- a. Unless the Board agrees otherwise by vote, a Resolution to be made at a Board Meeting must be given to the Executive Director in writing at least fourteen (14) calendar days before the Board Meeting at which the Resolution is to be considered.
- b. When the Board decides to form a view on a specific issue it does so by formally debating and adopting a Resolution that expresses the majority view of the Directors. To arrive at a decision, first a Resolution is placed before the Board inviting the Directors to determine their position with regard to the issue.
- c. All Resolutions require a Director to move the Resolution and a separate Director to second the Resolution.
- d. No Resolution shall be debated or put to a vote unless it is seconded.
- e. Withdrawal of Resolution:
 - i. The mover may request withdrawal of a Resolution after it has been seconded, but prior to being voted on.
 - ii. The request for withdrawal of a Resolution is not debatable.
 - iii. The request for withdrawal of the Resolution is subject to objections. If there are no objections, the Resolution is then withdrawn and is not recorded in the Board Meeting or Public Hearing minutes. If there is an objection a vote on the Resolution is then required.
- f. Tabling Resolution
 - i. If a Director feels that the decision and vote on a Resolution needs to be delayed for whatever reason, the Director can move to table the Resolution.
 - ii. A Director must be recognized by the Chair in order to move a tabling Resolution.
 - iii. A tabling Resolution requires a seconder and must indicate a specific date or period of time for which the Resolution is to be tabled.
 - iv. The debate permitted in respect of a tabling Resolution shall be limited in substance the duration of the tabling period.
- g. The Board shall consider only one Resolution at a time.
- h. When a Resolution has been made and is being considered, no Director may make any

other Resolution except:

- i. to amend the Resolution; or
 - ii. to table the Resolution.
- i. Reconsidering a Resolution

The Board shall not reconsider or rescind a Resolution within one (1) year after it is adopted unless:

- i. no irrevocable action has taken place as a result of the decision; and
- ii. at the same meeting at which the Resolution is passed, all the Directors who voted on the original Resolution are present; or
- iii. a Director gives written notice to the Chair, from at least one Regular Board Meeting to the next Regular Board Meeting, of a proposal to reconsider and/or rescind the Resolution.

(2) Amendments to Resolutions

- a. The Chair shall allow only one amendment to any Resolution at a time;
- b. Only one amendment at a time shall be presented to the main Resolution. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main Resolution and shall not so substantially alter the Resolution so as to change the basic intent or meaning of the main Resolution. The Chair shall rule on disputes arising from amendment.
- c. The Board must vote on any amendment before voting on the main Resolution.
- d. When an amendment is on the floor, the Board may debate only the merits of the amendment and shall not debate the merits of the Resolution to which it is applied.
- e. The Chair shall not put the main Resolution under debate to a vote until all amendments to it have been put to a vote of the Board.
- f. Once all amendments to the main Resolution have been voted on, the Chair shall put forth the main Resolution under debate to the Board for a vote, incorporating the amendments that have been passed by the Board.

19 NOTICE OF RESOLUTION

- (1) Prior to the Board adjourning a Regular Board Meeting, Directors will be given an opportunity to bring a notice of Resolution by reading into the minutes the notice of Resolution and by providing the Executive Director with a written copy of the notice.
- (2) A notice of Resolution given at one Regular Board Meeting will automatically appear on the agenda of the next Regular Board Meeting.
- (3) A notice of Resolution cannot be made at a Special Board Meeting.
- (4) A Resolution on notice is not debatable until a Board member moves the Resolution.

20 RECORDED VOTES

- (1) Any time before a vote is taken by the Board, a Board member may request that the vote be recorded.
- (2) When a vote is recorded, the minutes must indicate which Board member requested the recorded vote and list the Directors voting for or against the Resolution.

21 VOTING

- (1) Each Director has one vote on any decision of the Board.
- (2) A Director's vote must be clearly visible or audible by other Directors and members of the Public, regardless of the meeting method or platform used. The vote may be delivered verbally, by raising a hand, by raising clearly identified voting cards, or by electronic means.
- (3) Subject to Subsection 21(4) of this By-law, a Resolution will be carried when it is supported by a majority of Directors who are present at a Board Meeting.
- (4) The Directors who approve any decision of the Board must together represent regional member municipalities that collectively have at least fifty percent (50%) of the population in the CPR as shown by the most recent census taken and available under the *Statistics Act* (Canada).
- (5) Notwithstanding section 117 of *The Corporations Act*, no Director shall be deemed to have consented to or voted in affirmative on any matter unless such Director expressly voted in favour of such matter in accordance with Subsection 21(2) above.

22 ADJOURNING THE MEETING

- (1) When the Chair is satisfied that all the business and purposes of a meeting have been addressed, the Chair may adjourn the meeting or request a Resolution to adjourn the meeting.

AGENDA ITEM 4 - Name

CAPITAL PLANNING REGION

Briefing Note

STATUTORY CORPORATION NAME CHANGE

REGULATION AND LEGISLATION

Not applicable

RATIONALE

The Corporations Act applies to the capital planning region to the extent that it does not conflict with the Capital Planning Region Regulation 161/2022, which allows the naming of the organization.

The Winnipeg Metropolitan Region consulted with leaders across North America and concluded that the best practice is for the regional planning commission to be named after the capital city. This can help potential businesses, residents and investors to invest in the region. Examples include Metro Vancouver, Halifax Region, Edmonton Metropolitan Region, Calgary Metropolitan Region, Greater Toronto Area, and Montreal International.

When the last name change occurred in 2017, it was at a significant expense of time and money to rebrand from the Manitoba Capital Region to the Winnipeg Metropolitan Region.

Many documents are currently branded to the Winnipeg Metropolitan Region, including Plan20-50; The Complete Communities Handbook; Land, Water, and Other Natural Resources Inventory; and many others that are listed on <https://winnipegmetroregion.ca/research-data/>. A significant expense would be required to rebrand documents including websites, print, and digital to a new name.

Additionally, keeping the name the same is essential for all finances and banking structure. Otherwise, a significant amount of administrative work would be required.

In conclusion, keeping the Winnipeg Metropolitan Region is recommended because it is:

1. Best practice to welcome investment to the region
2. Less expensive to not have to rebrand documents
3. Less administrative challenges to not have to rename finances and banking

SUPPORTING DOCUMENTATION

Not applicable

AGENDA ITEM 5 – Asset Transfer

CAPITAL PLANNING REGION

Briefing Note

ASSET TRANSFER FROM WINNIPEG METROPOLITAN REGION TO THE CAPITAL PLANNING REGION BOARD

REGULATION AND LEGISLATION

Not applicable

RATIONALE

The Winnipeg Metropolitan Region board and Province of Manitoba, with their respective legal councils, negotiated and executed a Transition Agreement. This Agreement, signed on March 29, 2023, identifies the assets currently held by the Winnipeg Metropolitan Region that will be transferred to the new capital planning region including the financial assets, physical assets, and other assets (such as software, reports, and documents).

These assets are to be transferred from the Winnipeg Metropolitan Region to the new corporate entity to support the operations of the organization.

SUPPORTING DOCUMENT

Attachment 5.1: Transition Agreement between the Province of Manitoba and the Winnipeg Metropolitan Region, if available

Attachment 5.2: Winnipeg Metropolitan Region Transition Inventory

Winnipeg Metropolitan Region Transition Inventory

2023

Attachment 5.2 Transition Inventory

CONFIDENTIAL MATERIAL

AGENDA ITEM 6 – Staff Transfer

CAPITAL PLANNING REGION

Briefing Note

STAFF TRANSFER FROM WMR TO THE CAPITAL PLANNING REGION BOARD

REGULATION AND LEGISLATION

Not applicable

RATIONALE

As part of the Transition Agreement, the current staff are to be transferred to the new corporate entity to carry on the future work of the organization. New employee contracts are to be drafted and the Executive Director will work to have the contracts fully executed.

SUPPORTING DOCUMENT

Attachment 6.1: Legal Opinion – Thompson Dorfman Sweatman LLP

Legal Opinion – Thompson Dorfman Sweatman LLP

ATTACHMENT 6.1

<< information to be provided at the board meeting >>

AGENDA ITEM 7 - Officers

CAPITAL PLANNING REGION

Briefing Note

APPOINTMENT OF SIGNING OFFICERS

REGULATION AND LEGISLATION

Capital Planning Region Regulation 161/2022 Section 7 (A) & (B):

First board meeting

7 The capital planning region must hold the first meeting of the regional planning board within 120 days after the coming into force of this regulation to

(a) appoint officers to hold office until the next annual general meeting; and

(b) schedule meetings for the balance of the fiscal year and the date of the first annual general meeting.

As per regulation, at this first board meeting, the regional planning board must appoint officers to hold office until the next annual general meeting. The recommended officers consist of the Board Chair, Vice Chair and the former executive of the WMR (Past Co-Chair, Past Secretary and Past Treasurer).

RATIONALE

The Corporations Act applies to the capital planning region to the extent that it does not conflict with the Capital Planning Region Regulation 161/2022, which requires the appointment of officers.

The capital planning region signing officers will serve in banking and other corporate activities. The capital planning region must maintain a current list of directors and officers.

To maintain consistency with signing authorities of record for banking and other related activities, it is recommended that the following officers of the current Winnipeg Metropolitan Region Board of Directors are maintained until the first AGM:

Board Chair: Michael Moore

Vice Chair: Elisabeth Saftiuk

Past Co-Chair: Scott Gillingham

Executive Member / Secretary: Brad Erb

Executive Member / Treasurer: Debbie Fiebelkorn

SUPPORTING DOCUMENT

Not applicable

AGENDA ITEM 8.1 - Budget & Finance

CAPITAL PLANNING REGION

Briefing Note

BUDGET: APRIL 2023 – DECEMBER 2023

REGULATION AND LEGISLATION

Capital Planning Region Regulation 161/2022 Section 12(1) Annual budget

12(1) The regional planning board must prepare and approve an annual budget for its operations in each fiscal year.

Planning Amendment and City of Winnipeg Charter Amendment Act 10.15.2 identifies the fiscal year as the calendar year.

RATIONALE

As per legislation, the new Capital Planning Region's fiscal year will be the calendar year. The Winnipeg Metropolitan Region operates on an April 1 to March 31 fiscal year. Based on the Winnipeg Metropolitan Region's 2023 year end (March 31, 2023), a nine-month prorated draft operating budget has been prepared, as Attachment 10.2. A proposed 2024 draft operating budget has also been prepared for Board information only, as Attachment 10.3.

As per the transition agreement between the Winnipeg Metropolitan Region and the Province of Manitoba, a \$150,000 transition line has been included. In the prorated 2023 (9 month) draft operating budget, \$95,356 has been identified from the transition budget for potential expenses related to transition, such as legal, accounting, audit, communications, and consulting expenses. The remainder of the \$150,000 (\$54,644) has been carried forward to the 2024 draft operating budget, to cover any other related transition expenses that may be incurred.

An additional line item, Plan 20-50 Adoption, has been added to the Revenue and Projects categories. These amounts have been specified for initiatives related to Plan 20-50 Adoption, as laid out in Part 2 of the Capital Planning Region Regulation. These costs are identified by a single asterisk (*). Funding for this initiative has been identified from the Working Group Reserve Fund.

The 2023 budget is calculated based on 75% of recent 12-month budgets, since it covers 9 months. In some cases, budget line items may be 100% of a 12-month period, due to transitions costs, which are higher than the usual operating budget. These costs are identified by a double asterisk (**). This is due to the extra costs associated with transitioning of the Winnipeg Metropolitan Region entity to the Capital Planning Region entity.

Note, other income streams, such as initiatives similar to the IISD consultation and the MHHC project have not been identified for 2024, since these types of initiatives would be at the discretion of the new Board.

SUPPORTING DOCUMENT

Attachment 8.1.1: DRAFT BUDGET: APRIL - DECEMBER 2023

Attachment 8.1.2 DRAFT BUDGET: JANUARY - DECEMBER 2024

DRAFT BUDGET: APRIL - DECEMBER 2023

Agenda Item 8 - Attachment 8.1.1

Apr.-Dec.

2023

9 Month

REVENUE	
Provincial funding	405,000
Membership fees	202,050
International Institute of Sustainable Development (IISD)	35,740
Manitoba Habitat Heritage Corporate (MHHC)	15,000
Fire Department Reporting System (FRS)	25,838
Plan 20-50 Adoption Working Group Reserve	65,000
Total Revenue	\$ 748,628

EXPENSES

Human Resources	
Executive Director salary	131,250
Staff wages	272,250
CPP & EI	18,157
Pension plan	32,634
Payroll processing fees	300
WCB expense	1,200
Professional development & services	12,625
Total Human Resources	\$ 468,416

Office Expense	
Rent, maintenance, security and cleaning	33,750
Insurance	3,000
Office supplies	1,500
Photocopier & printing production	7,500
Utilities: hydro, water, internet	7,350
Phone allowance	2,250
Computer hardware & equipment	11,250
Bank fees	75
Total Office Expense	\$ 66,675

Professional Fees/Services	
Accounting and audit *	30,000
Legal fees *	40,000
Digital maintenance & support	11,250
Professional fees other	3,000
Communication support	3,750
Total Professional Fees/Services	\$ 88,000

Software and Subscriptions	
Software subscription	18,750
Website hosting & maintenance *	45,000
Total Software and Subscriptions	63,750

Meeting Expenses	
Board executive expenses	11,250
Consultation & notification expense	15,000
Travel & conference expense	7,500
Dues, memberships & sponsorships	7,500
Total Meeting Expenses	\$ 41,250

Project Expenses	
FRS	25,838
Resiliency	11,250
IISD	26,805
Plan 20-50 adoption & strategic projects *	65,000
Total Special Projects	\$ 128,893

Total Expenses **\$ 856,983**

Income **\$ (108,356)**

Transition budget **\$ 108,356**

Net Income **\$ -**

*Elevated due to transition to Capital Planning Region in 2023 by total of: \$ 91,077

DRAFT BUDGET: JANUARY - DECEMBER 2024

Agenda Item 8 - Attachment 8.1.2

For Information Purposes Only

Jan.-Dec.

2024

	12 Month
REVENUE	
Provincial funding	540,000
Membership fees	269,400
International Institute of Sustainable Development (IISD)	-
Manitoba Habitat Heritage Corporate (MHHC)	-
Fire Department Reporting System (FRS)	34,450
Plan 20-50 Adoption Working Group Reserve	75,000
Total Revenue	\$ 918,850
EXPENSES	
Human Resources	
Executive Director salary	175,000
Staff wages	363,000
CPP & EI	24,209
Pension plan	43,512
Payroll processing fees	400
WCB expense	1,600
Professional development & services	3,500
Total Human Resources	\$ 611,221
Office Expense	
Rent, maintenance, security and cleaning	53,000
Insurance	4,000
Office supplies	2,000
Photocopier & printing production	10,000
Utilities: hydro, water, internet	9,800
Phone allowance	3,000
Computer hardware & equipment	10,923
Bank fees	100
Total Office Expense	\$ 92,823
Professional Fees/Services	
Accounting and audit	15,000
Legal fees	15,000
Digital maintenance & support	15,000
Professional fees other	3,000
Communication support	5,000
Total Professional Fees/Services	\$ 53,000
Software and Subscriptions	
Software subscription	25,000
Website hosting & maintenance	10,000
Total Software and Subscriptions	35,000
Meeting Expenses	
Board executive expenses	15,000
Consultation & notification expense	20,000
Travel & conference expense	10,000
Dues, memberships & sponsorships	10,000
Total Meeting Expenses	\$ 55,000
Project Expenses	
FRS	34,450
Resiliency	-
IISD	-
Plan 20-50 adoption & strategic projects	79,000
Total Special Projects	\$ 113,450
Total Expenses	\$ 960,494
Income	\$ (41,644)
Transition budget	\$ 41,644
Net Income	\$ -

AGENDA ITEM 8.2 – Budget & Finance

CAPITAL PLANNING REGION

Briefing Note

BANKING

REGULATION AND LEGISLATION

Not applicable

RATIONALE

The Winnipeg Metropolitan Region currently has bank accounts at the Toronto Dominion Bank. We also have two credit cards with a total credit limit of \$25,000. All credit card usage is dictated by the credit card policy.

There are protocols currently in place for payments by cheque. Based on verified, approved, and initialed invoices, two signatures are required on cheques, one from the board-designated signing authority and the other by the organization-designed signing authority.

ACTION

Board resolution directing:

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.

Once these resolutions have been completed, corresponding resolutions will be made by the current Winnipeg Metropolitan Region board to facilitate the account and credit card transfer, and to add the new signing authorities.

SUPPORTING DOCUMENT

Attachment 8.2.1: Employee Credit Card Policy

Employee Credit Card Policy

ATTACHMENT 8.2.1

The Winnipeg Metropolitan Region may provide authorized employees with a credit card that must be used exclusively for business-related expenses. The credit card is set to autopay and is paid monthly when a statement is posted.

Those in possession of a company credit card are expected to keep all receipts and submit documentation with the date and purpose of the expense to the Financial Manager. All expense receipts must be reviewed monthly against the credit card statement and initialed by a board member with signing authority.

All expenses outside of the preapproved monthly/annual operational expenses must be approved in advance by the Executive Director.

Approved by the WMR board at meeting on April 6, 2023 board meeting

Agenda Item 9 - Lease

CAPITAL PLANNING REGION

Briefing Note

ASSIGNMENT & EXTENSION OF LEASE OF 4-875 ST. JAMES ST.

REGULATION AND LEGISLATION

Not applicable

RATIONALE

The Winnipeg Metropolitan Region's current lease for Unit 4, 875 St. James Street (the premises) will expire on January 31, 2024. As per the current lease agreement the landlord (Shindico Realty Inc.) must receive notification of the tenant's intent to renew the lease by May 10, 2023.

To facilitate the extension of the lease, the capital planning region must:

1. Have the current lease assigned to the new corporate entity; and
2. Sign and submit the Lease Renewal Proposal to the landlord.

Once the signed Lease Renewal Proposal has been returned to the landlord by May 9, 2023, identifying the intention to enter into a lease agreement, the landlord will prepare a new lease agreement for the capital planning region for sign off by the designated signing authority of the capital planning region.

ATTACHMENT

Attachment 9.1: Proposal Letter from Shindico Realty Inc.

AGENDA ITEM 11.1 – Consent Agenda

CAPITAL PLANNING REGION

Briefing Note

PROVINCIAL FUNDING AGREEMENT

The Province of Manitoba has committed funding the capital planning region \$540,000 for the first year, with a prorated amount of \$405,000 for the nine months or for April 2023 through December 2023.

RATIONALE

As per the Capital Planning Region Regulation Section 12 Financial Matters, each member municipality's fees are set at a minimum for the 2023-2024 fiscal year of \$269,400 per year, with additional funding from the province to achieve the directives of the Capital Planning Region Regulation 161/2022.

SUPPORTING DOCUMENT

Attachment 11.1.1: Funding Agreement, if available at this time, otherwise at a subsequent meeting

AGENDA ITEM 11.2 – Consent Agenda

CAPITAL PLANNING REGION

Briefing Note

MEMBER MUNICIPALITIES' CONTRIBUTIONS

REGULATION AND LEGISLATION

Capital Planning Region Regulation 161/2022 Section 13(1)(a) & 13(1)(b) and Schedule (Section 13)

Municipalities to agree on contribution

13(1) Unless otherwise agreed to by the regional member municipalities within 120 days after the coming into force of this regulation, and for each fiscal year afterwards, each regional member municipality must contribute funds to meet the expenses of the capital planning region in the following manner:

(a) a regional member municipality, other than the City of Winnipeg, with a population in the range listed in Column 1 of the table in the Schedule must contribute at least the amount listed opposite in Column 2 of the table;

(b) the City of Winnipeg must contribute at least the aggregate amount of funds contributed by all other regional member municipalities under clause (a).

Each municipality is required to contribute annual member dues at the minimum levels required by the Capital Planning Region Regulation 161/2022.

RATIONALE

Schedule (Section 13) Minimum Annual Contribution by Regional Member Municipalities details the required minimum contribution per municipality each year, per:

The schedule totals \$269,400 for a twelve-month period for membership dues, or \$202,050 prorated for April through December 2023, plus GST of \$10,103. In addition to this, there are past due membership dues owing of \$34,211, that are now part of the transition agreement and identified in the financial statements.

SUPPORTING DOCUMENT

Attachment 11.2.1: Member Contribution: April 2023 through December 31, 2023

MEMBER CONTRIBUTION: APRIL - DECEMBER 31, 2023

Attachment 11.2.1

Member	Population	Annual Contribution	Prorate		GST	Ourstanding	Total Due	Invoice #
			(April - Dec 2023)					
Cartier	3,344	\$ 4,100	\$ 3,075	\$ 154		\$ 3,229	23001	
Dunnottar	989	\$ 1,100	\$ 825	\$ 41		\$ 866	23002	
East St. Paul	9,725	\$ 10,100	\$ 7,575	\$ 379		\$ 7,954	23003	
Headingley	4,331	\$ 5,100	\$ 3,825	\$ 191		\$ 4,016	23004	
MacDonald	8,120	\$ 9,100	\$ 6,825	\$ 341		\$ 7,166	23005	
Niverville	5,947	\$ 6,100	\$ 4,575	\$ 229	\$ 18,174	\$ 22,978	23006	
Ritchot	7,479	\$ 8,100	\$ 6,075	\$ 304		\$ 6,379	23007	
Rockwood	8,440	\$ 9,100	\$ 6,825	\$ 341		\$ 7,166	23008	
Rosser	1,270	\$ 2,100	\$ 1,575	\$ 79		\$ 1,654	23009	
Selkirk	10,504	\$ 11,100	\$ 8,325	\$ 416	\$ 16,037	\$ 24,779	23010	
Springfield	16,142	\$ 17,100	\$ 12,825	\$ 641		\$ 13,466	23011	
St. Andrews	11,723	\$ 12,100	\$ 9,075	\$ 454		\$ 9,529	23012	
St. Clements	11,586	\$ 12,100	\$ 9,075	\$ 454		\$ 9,529	23013	
St. François Xavier	1,449	\$ 2,100	\$ 1,575	\$ 79		\$ 1,654	23014	
Stonewall	5,046	\$ 6,100	\$ 4,575	\$ 229		\$ 4,804	23015	
Taché	11,916	\$ 12,100	\$ 9,075	\$ 454		\$ 9,529	23016	
West St. Paul	6,682	\$ 7,100	\$ 5,325	\$ 266		\$ 5,591	23017	
Winnipeg	749,607	\$ 134,700	\$ 101,025	\$ 5,051		\$ 106,076	23018	
	874,300	\$ 269,400	\$ 202,050	\$ 10,103	\$ 34,211	\$ 246,364		

Capital Planning Region Regulation 161/2022

Schedule (Section 13): Minimum Annual Contribution by Regional Member Municipalities

Population	Minimum Annual Contribution	
999 or fewer	\$ 1,100	
1,000 - 1,999	\$ 2,100	
2,000 - 2,999	\$ 3,100	
3,000 - 3,999	\$ 4,100	
4,000 - 4,999	\$ 5,100	
5,000 - 5,999	\$ 6,100	13(1)(a) a regional member municipality, other than
6,000 - 6,999	\$ 7,100	the City of Winnipeg, with a population in the range
7,000 - 7,999	\$ 8,100	listed in Column 1 of the table in the Schedule must
8,000 - 8,999	\$ 9,100	contribute at least the amount listed opposite in
9,000 - 9,999	\$ 10,100	Column 2 of the table;
10,000 - 10,999	\$ 11,100	
11,000 - 11,999	\$ 12,100	13(1)(b) the City of Winnipeg must contribute at
12,000 - 12,999	\$ 13,100	least the aggregate amount of funds contributed
13,000 - 13,999	\$ 14,100	by all other regional member municipalities under
14,000 - 14,999	\$ 15,100	clause (a).
15,000 - 15,999	\$ 16,100	
16,000 - 16,999	\$ 17,100	
17,000 - 17,999	\$ 18,100	
18,000 - 18,999	\$ 19,100	
19,000 - 19,999	\$ 20,100	
20,000 or more	\$ 21,100	Plus an additional \$1,000 per 1,000 residents above 20,000 residents

Agenda Item 11.3 – Consent Agenda

CAPITAL PLANNING REGION

Briefing Note

APPOINTMENT OF HEARTLAND CPA AS AUDITOR & AGENT

REGULATION AND LEGISLATION

Not applicable

RATIONALE

The capital planning region requires an auditor to audit the financial statements. The capital planning region requires an agent of record to register the organization via a Request for a Business Number and Certain Program Accounts (RC1 form) with CRA to carry out business.

The capital planning region must maintain (a) all relevant financial records; (b) annual budgets, financial statements and audits; (c) agendas, resolutions and meeting minutes of the board, committees, subcommittees and advisory groups; (d) corporate by-laws; (e) a current list of directors and officers; (f) annual reports required by section 10.17 of the Act; (g) reports and recommendations from committees, subcommittees and advisory groups; (h) all regional planning by-laws.

The Winnipeg Metropolitan Region's auditor and agent of record, Adam Kilfoyle of Heartland CPAs, performed acceptable work and is recommended to continue.

ACTION

Appoint Adam Kilfoyle of Heartland CPAs as the auditor for the capital planning region for April 1, 2023 through December 31, 2023.

Appoint Adam Kilfoyle of Heartland CPAs as the agent of record for the capital planning region for April 1, 2023 through December 31, 2023.

SUPPORTING DOCUMENT

Attachment 11.3.1: Engagement Letter from Heartland CPA

April 10, 2023

Capital Planning Region
4-875 St. James Street
Winnipeg MB R3G 0V9

Attention: Ms. Colleen Sklar

Dear Ms. Sklar:

The Objective and Scope of the Audit

You have requested that we audit the financial statements of Capital Planning Region, which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net assets and cash flows for the nine month period then ended, and notes to the financial statements.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement (whether due to fraud or error) and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form contained in Appendix A to this letter.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with ASNPO;
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- c. To provide us with timely:
 - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;
 - ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
 - iii. Additional information that we may request from management for the purpose of the audit; and
 - A. Copies of all minutes of meetings of shareholders, directors and committees of directors;
 - B. Information relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements;
 - C. Information relating to any illegal or possibly illegal acts, and all facts related thereto;
 - D. A listing of all related parties and related-party transactions and information pertaining to the measurement and disclosure of transactions with those related parties;
 - E. An assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the financial statements;
 - F. Any plans or intentions that may affect the carrying value or classification of assets or liabilities;
 - G. An assessment of all areas of measurement uncertainty known to management that are required to be disclosed in accordance with *MEASUREMENT UNCERTAINTY, Section 1508* of the CPA Canada Handbook - Accounting, Part II;
 - H. Information relating to claims and possible claims, whether or not they have been discussed with Capital Planning Region's legal counsel;
 - I. Information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which Capital Planning Region is contingently liable;

- J. Information on whether Capital Planning Region has satisfactory title to assets, whether liens or encumbrances on assets exist, and whether assets are pledged as collateral;
 - K. Information relating to compliance with aspects of contractual agreements that may affect the financial statements; and
 - L. Information concerning subsequent events.
- iv. Unrestricted access to persons within Capital Planning Region from whom we determine it necessary to obtain audit evidence.

As part of the audit process:

- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [and, where appropriate, those charged with governance] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

File Inspections

In accordance with professional regulations (and by our firm policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of Capital Planning Region unless:

- a. We have been specifically authorized with prior consent;
- b. We have been ordered or expressly required by law or by the *Manitoba Code of Professional Conduct/Code of Ethics*; or
- c. The information requested is (or enters into) public domain.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of Capital Planning Region and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Capital Planning Region.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond Capital Planning Region) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information in the electronic site with the original document.

Preparation of Schedules

We understand that you will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence on .

The requested schedules and documents are as follows:

- a. Schedules and analyses; and
- b. Other specified documents.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or even withdraw from the Engagement.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

Other Services

In addition to the audit services referred to above, we will, as allowed by the Manitoba *Code of Professional Conduct /Code of Ethics*, prepare other regulatory forms required by the organization as agreed upon. Unless expressly agreed in a separate engagement letter, we will have no involvement with or responsibility for the preparation or filing of GST and PST returns or any other (including foreign) tax returns, source deductions, information returns, slips, elections, designations, certificates or reports. Management will, on a timely basis, provide the information necessary to complete these federal and provincial income tax returns and will review and file them with the appropriate authorities on a timely basis.

Governing Legislation

This engagement letter is subject to, and governed by, the laws of the Province of Manitoba. The Province of Manitoba will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Accounting Advice

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Any mediation initiated as a result of this Engagement shall be administered within the Province of Manitoba, according to its mediation rules, and any ensuing litigation shall be conducted within such province, according to provincial law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

Indemnity and Limitation of Liability

Capital Planning Region hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our firm (and its partners, agents and employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands and liabilities arising out of (or in consequence of):

- a. The breach by Capital Planning Region, or its directors, officers, agents or employees, of any of the covenants or obligations of Capital Planning Region herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available to you by our firm.
- b. A misrepresentation by a member of your management or the board of directors.
- c. The services performed by us pursuant to this engagement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the negligence of our firm. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by your Organization.
- d. Capital Planning Region agrees our Firm shall not be liable to Capital Planning Region for any claims, liabilities, or expenses relating to this engagement for an aggregate amount in excess of the fees paid by Capital Planning Region to our Firm pursuant to this engagement, except to the extent finally judicially determined to have resulted from the bad faith or intentional misconduct of our Firm.

Time Frames

We will use all reasonable efforts to complete the Engagement as described in this letter within the agreed upon time frames.

However, we shall not be liable for failures or delays in performance that arise from causes beyond our reasonable control, including any delays in the performance by Capital Planning Region of its obligations.

Fees at Regular Billing Rate

Our professional fees will be based on our regular billing rates, plus direct out-of-pocket expenses and applicable GST and PST, and are due when rendered. Fees for any additional services will be established separately.

Concerns

If at any time you would like to discuss our services or make a complaint, please contact your engagement partner. We will listen to your concerns and investigate any complaint on a timely basis.

Billing

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.50% per month or 18.00% (APR) per annum. We reserve the right to suspend our services or to withdraw from this Engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST and PST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party. If early termination takes place, Capital Planning Region shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to come to a conclusion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

Survival of Terms

This engagement letter will continue in force for subsequent audits unless terminated by either party by written notice prior to the commencement of the subsequent audit.

GST and PST Services - Audit

It should be noted that our audit work in the area of GST and PST and other commodity taxes is limited to that appropriate to form an opinion regarding the financial statements. Accordingly, the audit process may not detect situations where you are incorrectly collecting GST and PST or incorrectly claiming input tax credits. As you are aware, failure to properly account for the GST and PST could result in you or your Organization becoming liable for tax, interest or penalties. These situations may also arise for provincial sales tax, custom duties, and excise taxes.

Consequential Loss

Our firm and its partners, officers or employees will not be responsible for any consequential loss, injury or damages suffered by the client including but not limited to loss of use, earnings and business interruption, or the unauthorized distribution of any confidential document or report prepared by or on behalf of our firm, including the partners, officers or employees of the accounting firm for the exclusive use of the client.

Relevant Parties

The client will not assert any claim for damages against our firm unless the client has concurrently or previously asserted a claim against all other persons who might reasonably be liable in relation to that claim. Any release, waiver, or covenant to otherwise not sue or enforce any remedy known to law given by the client to a third party shall be deemed to apply in favour of our firm.

Third Parties

The financial documents are prepared solely for the use of the client with whom we have entered into a contract and there are no representations of any kind made by us to any party with whom we have not entered into a written contract.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to your Organization.

Yours truly,



Adam R. Kilfoyle, CPA, CGA
Partner

HEARTLAND CHARTERED PROFESSIONAL ACCOUNTANTS LLP

The services and terms set out above are as agreed to on behalf of Capital Planning Region by:

Ms. Colleen Sklar

Date signed

Appendix A - Expected Form of Report

To the Members of Capital Planning Region

Opinion

We have audited the financial statements of Capital Planning Region (the Organization), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net assets and cash flows for the nine month period then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2023, and the results of its operations and cash flow for the period then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO)

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Appendix A *(continued)*

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

AGENDA ITEM 11.4 – Consent Agenda

CAPITAL PLANNING REGION

Briefing Note

PENSION AND INSURANCE

REGULATION AND LEGISLATION

Not applicable.

RATIONALE

For ease of administration and to minimize costs, the employee pension plan and the insurance coverages are recommended to be transferred to the new entity.

The Winnipeg Metropolitan Region qualifies as a governmental unit that includes a portion of a municipality, a single municipality or several municipalities and which is created by law to deliver public services, but which is not a general-purpose governmental unit. Until such time the funding or payroll administration changes hands to the province, the Winnipeg Metropolitan Region qualifies as a Participating Employer under the existing pension plan. As such, the new capital planning region can assume the existing pension plan.

SUPPORTING DOCUMENT

Attachment 11.4.1: Opinion from Coughlin & Associates Ltd. confirming pension transfer

Attachment 11.4.2: Opinion from Western Financial Group Insurance Solutions confirming insurance transfer, if available

Excerpts from emails:

AGENDA ITEM 11.5 – Consent Agenda

CAPITAL PLANNING REGION

Briefing Note

BOARD MEETING AND AGM SCHEDULE 2023

REGULATION AND LEGISLATION

Capital Planning Region Regulation 161/2022 Section 7

First board meeting

7 The capital planning region must hold the first meeting of the regional planning board within 120 days after the coming into force of this regulation to

(a) appoint officers to hold office until the next annual general meeting; and

(b) schedule meetings for the balance of the fiscal year and the first annual general meeting.

RATIONALE

As per regulation, all capital planning region board meetings dates, including the AGM, must be planned to the end of December 31, 2023, and provided to board. These dates have been scheduled based on careful consideration of council meetings and other special meetings in all municipalities.

SUPPORTING DOCUMENT

Attachment 11.5.1: Schedule of capital planning region board meeting dates

Attachment 11.5.2: Calendar of all member municipality council meetings dates

Board Meeting and AGM Schedule

ATTACHMENT 11.5.1

CAPITAL PLANNING REGION BOARD MEETING SCHEDULE 2023 & 2024		
Date	Time	Location
2023		
Wednesday April 26, 2023	1:00pm – 5:00pm	Canad Inns Polo Park
Friday April 28, 2023 <i>Tentative</i>	1:00pm – 5:00pm	Canad Inns Polo Park
Thursday May 18, 2023	8:30am – 12:00pm	TBA
Thursday June 15, 2023	8:30am – 12:00pm	TBA
<i>No meetings in July and August</i>		
Thursday September 14, 2023	9:00am to 12:00pm	TBA
Thursday October 19, 2023	9:00am to 12:00pm	TBA
AGM Thursday November 16	9:00am to 12:00pm	TBA
<i>No meeting in December</i>		
2024		
Thursday January 18, 2024	9:00am to 12:00pm	TBA
Thursday March 21, 2024	9:00am to 12:00pm	TBA
Thursday May 16, 2024	9:00am to 12:00pm	TBA
Thursday June 20, 2024	9:00am to 12:00pm	TBA
Thursday September 19, 2024	9:00am to 12:00pm	TBA
AGM November 21	9:00am to 12:00pm	TBA
<i>2024 – no meetings February, April, July, August and December</i>		

April 2023 - Member Meeting Schedules

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3 AMM 2023 Spring Convention Selkirk C.O.W (PM)	4 AMM 2023 Spring Convention Niverville Council (AM) Ritchot Council (AM) St. François Xavier Council (PM)	5 AMM 2023 Spring Convention Stonewall Council (PM)	6	7 Good Friday	8
9	10 Selkirk Council (PM)	11 St. Andrews Council (PM)/Taché (AM) Macdonald Council (AM)/Headingley Council (PM)/Rosser Council (AM) St. Clements Council (AM)/Springfield Council (PM)/East St. Paul Council (PM) Cartier Council (PM)/West St. Paul C.O.W (PM)	12 Rockwood Council (AM) Winnipeg - Finance and Economic Development (PM) Stonewall C.O.W (PM)	13 West St. Paul Council (PM)	14	15
16	17 St. Andrews C.O.W (PM) Selkirk C.O.W (PM)	18 Niverville Council (PM) St. François Xavier Council (PM) Winnipeg Executive Policy Committee (AM)	19 Stonewall Council (PM) Ritchot Council (PM) Dunnottar Council (AM)	20	21	22
23	24 Selkirk Council (PM) Cartier Council (PM)	25 St. Andrews Council (PM)/ Macdonald Council (PM)/Headingley Council (PM) St. Clements Council (PM) Springfield Council (PM) East St. Paul Council (PM) Cartier Council/Springfield C.O.W (PM) Rosser Council (PM)	26 Rockwood Council (AM)	27 West St. Paul Council (PM) Winnipeg Council (AM)	28 Winnipeg - Finance and Economic Development (AM)	29
30	1	2	3	4	5	6

May 2023 - Member Meeting Schedules

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 Selkirk C.O.W (PM)	2 Niverville Council (AM) Springfield Council (PM) Ritchot Council (AM) St. François Xavier Council (PM)	3 Stonewall Council (PM)	4	5	6
7	8 Selkirk Council (PM) Cartier Council (AM)	9 St. Andrews Council (PM)/Taché Council (AM) St. Clements Council (AM) Macdonald Council (AM) Headingley Council (PM) Rosser Council (PM) East St. Paul Council (PM) West St. Paul C.O.W (PM) Springfield C.O.W (PM)	10 Rockwood Council (AM) Stonewall C.O.W (PM)	11 West St. Paul Council (PM)	12	13
14	15 St. Andrews C.O.W (PM) Selkirk C.O.W (PM)	16 Niverville Council (PM) Winnipeg Executive Policy Committee (AM) Springfield Council (PM) St. François Xavier Council (PM)	17 Stonewall Council (PM) Dunnottar Council (AM) Ritchot Council (PM)	18	19	20
21	22 Victoria Day Selkirk Council (PM)	23 St. Andrews Council (PM) St. Clements Council (PM) Headingley Council (PM) East St. Paul Council (PM) Cartier Council (PM) Springfield C.O.W (PM) Rosser (PM)	24 Rockwood Council (AM) Macdonald Council (PM)	25 FCM 2023 Annual Conference and Trade Show West St. Paul Council (PM)	26 FCM 2023 Annual Conference and Trade Show	27 FCM 2023 Annual Conference and Trade Show
28 FCM 2023 Annual Conference and Trade Show	29	30 Winnipeg Council (AM)	31	1	2	3

June 2023 - Member Meeting Schedules

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2 Winnipeg - Finance and Economic Development (AM)	3
4	5 Cartier Council (AM) Selkirk C.O.W (PM)	6 Niverville Council (AM) Springfield Council (PM) Ritchot Council (AM) St. François Xavier Council (PM) West St. Paul C.O.W (PM)	7 Stonewall Council (PM)	8 West St. Paul Council (PM)	9	10
11	12 Selkirk Council (PM)	13 Winnipeg Executive Policy Committee (AM) St. Andrews Council (PM)/Taché Council (AM)/St. Clements Council (AM) Headingley Council (PM) Rosser Council (AM) East St Paul Council (PM)/Springfield C.O.W (PM)/Macdonald Council (AM)	14 Rockwood Council (AM) Stonewall C.O.W (PM)	15	16	17
18	19 Cartier Council (PM) St. Andrews C.O.W (PM) Selkirk C.O.W (PM)	20 Niverville Council (PM) Springfield Council (PM) St. François Xavier Council (PM)	21 Stonewall Council (PM) Dunnottar Council (AM) Ritchot Council (PM)	22 West St. Paul Council (PM) Winnipeg Council (AM)	23	24
25	26 Selkirk Council (PM)	27 St. Andrews Council (PM) St. Clements Council (PM) Headingley Council (PM) East St. Paul Council (PM) Springfield C.O.W (PM) Rosser (PM) Macdonald Council (PM)	28 Rockwood Council (AM)	29	30 Winnipeg - Finance and Economic Development (AM)	31

July 2023 - Member Meeting Schedules

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1 Canada Day
2	3 Selkirk C.O.W (PM)	4 Niverville Council (AM) Springfield Council (PM) Cartier Council (PM)	5 Stonewall Council (PM) Winnipeg Executive Policy Committee (AM)	6 West St. Paul Council (PM)	7	8
9	10 Selkirk Council (PM)	11 St. Andrews Council (PM)/Taché Council (AM) St. Clements Council (AM) Headingley Council (PM) Rosser Council (AM) Macdonald Council (AM) West St. Paul C.O.W (PM)	12 Rockwood Council (AM)	13 Winnipeg Council (AM)	14	15
16	17 St. Andrews C.O.W (PM) Selkirk C.O.W (PM)	18 Springfield Council (PM) St. François Xavier Council (PM) East St Paul Council (PM) Cartier Council (PM)	19 Dunnottar Council (AM) Ritchot Council (PM)	20 West St. Paul Council (PM)	21	22
23	24 Selkirk Council (PM)	25 Niverville Council (PM)/Rosser Council (PM) St. Andrews Council (PM) St. Clements Council (PM) Macdonald Council (PM)/Headingley Council (PM)/Springfield C.O.W (PM)	26 Rockwood Council (AM)	27	28	29
30	31	1	2	3	4	5

Aug. 2023 - Member Meeting Schedules

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 Springfield Council (PM)	2	3	4	5
6	7 Civic Holiday Selkirk C.O.W. (PM)	8 Niverville Council (AM) St. Andrews Council (PM) St. Clements Council (AM) Headingley Council (PM) Rosser Council (AM) West St. Paul C.O.W. (PM) Springfield C.O.W. (PM) Taché Council (AM)	9 Rockwood Council (AM) Macdonald Council (AM)	10 West St. Paul Council (PM)	11	12
13	14 Selkirk Council (PM) Cartier Council (PM)	15 Springfield Council (PM) St. François Xavier Council (PM) East St. Paul Council (PM)	16 Stonewall Council (PM) Dunnottar Council (AM) Ritchot Council (PM)	17	18	19
20	21 St. Andrews C.O.W. (PM) Selkirk C.O.W. (PM)	22 Niverville Council (PM) St. Andrews Council (PM) St. Clements Council (PM) Macdonald Council (PM) Headingley Council (PM) Rosser Council (PM) Springfield C.O.W. (PM)	23 Rockwood Council (AM)	24 West St. Paul Council (PM)	25	26
27	28 Selkirk Council (PM)	29	30	31	1	2

Sept. 2023

- Member Meeting Schedules

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4 Labour Day Selkirk C.O.W (PM)	5 Springfield Council (PM) St. François Xavier Council (PM)	6 Stonewall Council (PM) Ritchot Council (AM)	7	8	9
10	11 Selkirk Council (PM)	12 Niverville Council (AM)/St. Andrews Council (PM)/St. Clements Council (AM)/Taché Council (AM)/Macdonald Council (AM)/Headingley Council (PM) Rosser Council (AM) East St. Paul Council (PM) Cartier Council (PM)/West St. Paul C.O.W (PM)/Springfield C.O.W (PM)	13 Rockwood Council (AM) Stonewall C.O.W (PM)	14 Winnipeg - Finance and Economic Development (PM) West St. Paul Council (PM)	15	16
17	18 St. Andrews C.O.W (PM) Selkirk C.O.W (PM)	19 Springfield Council (PM) St. François Xavier Council (PM)	20 Stonewall Council (PM) Dunnottar Council (AM) Ritchot Council (PM)	21 Winnipeg Executive Policy Committee (AM)	22	23
24	25 Selkirk Council (PM) Cartier Council (AM)	26 Niverville Council (PM) St. Andrews Council (PM) St. Clements Council (PM) Macdonald Council (PM) Headingley Council East St. Paul Council (PM) Rosser Council (PM) Springfield C.O.W.(PM)	27 Rockwood Council (AM)	28 West St. Paul Council (PM)	29 Winnipeg Council (AM)	30 National Day Truth and Reconciliation

Oct. 2023 - Member Meeting Schedules

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Selkirk C.O.W (PM)	3 Springfield Council (PM) Ritchot Council (AM) St. François Xavier Council (PM)	4 Stonewall Council (PM)	5	6	7
8	9 Thanksgiving Selkirk Council (PM)	10 Niverville Council (AM) St. Andrews Council (PM)/Taché Council (AM) St. Clements Council (AM) Headingley Council (PM) Rosser Council (PM) Cartier Council (PM) East St. Paul Council (PM) West St. Paul C.O.W (PM) Springfield C.O.W (PM)	11 Rockwood Council (AM) Winnipeg - Finance and Economic Development (PM) Macdonald Council (AM) Stonewall C.O.W (PM)	12 West St. Paul Council (PM)	13	14
15	16 Selkirk C.O.W (PM) St. Andrews C.O.W (PM)	17 Winnipeg Executive Policy Committee (AM) Springfield Council (PM) St. François Xavier Council (PM)	18 Stonewall Council (PM) Dunnottar Council (AM) Ritchot Council (PM)	19	20	21
22	23 Cartier Council (AM) Selkirk Council (PM)	24 Niverville Council (PM) St. Andrews Council (PM) St. Clements Council (PM) Macdonald Council (PM) Headingley Council (PM) East St. Paul Council (PM) Rosser Council (PM) Springfield C.O.W (PM)	25 Rockwood Council (AM)	26 West St. Paul Council (PM) Winnipeg Council (AM)	27	28
29	30	31	1	2	3	4

Nov. 2023 - Member Meeting Schedules

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 Stonewall Council (PM) Winnipeg Organizational Meeting of Council (AM)	2	3 Winnipeg - Finance and Economic Development (AM)	4 East St. Paul Council (PM)
5	6 Selkirk C.O.W (PM)	7 Niverville Council (AM) St. Andrews Council (PM) Taché Council (AM) Springfield Council (PM) Ritchot Council (AM) St. François Xavier Council (PM) West St. Paul C.O.W (PM) Cartier Council (PM)	8 Rockwood Council (AM) Stonewall C.O.W (PM)	9 West St. Paul Council (PM)	10	11
12	13 Remembrance Day Selkirk Council (PM)	14 Winnipeg Executive Policy Committee (AM) St. Clements Council (AM) Headingley Council (PM) Rosser Council (AM) Springfield C.O.W (PM)	15 Stonewall Council (PM) Dunnottar Council (AM)	16	17	18
19	20 Cartier Council (AM) St. Andrews C.O.W (PM) Selkirk C.O.W (PM)	21 Niverville Council (PM) St. Andrews Council (PM) Springfield Council (PM) St. François Xavier Council (PM) East St. Paul Council (PM)	22 Rockwood Council (AM) Ritchot Council (PM)	23 West St. Paul Council (PM) Winnipeg Council (AM)	24	25
26	27 Selkirk Council (PM)	28 AMM 2023 Fall Convention St. Clements Council (PM) Headingley Council (PM) Rosser Council (PM)	29 AMM 2023 Fall Convention	30 AMM 2023 Fall Convention Winnipeg - Finance and Economic Development (AM)	1	2

Dec. 2023 - Member Meeting Schedules

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4 Cartier Council (PM) Selkirk C.O.W (PM)	5 Winnipeg Executive Policy Committee (AM) Niverville Council (AM) Springfield Council (PM) Ritchot Council (AM) St. François Xavier Council (PM)	6 Stonewall Council (PM)	7	8	9
10	11 Selkirk Council (PM)	12 St. Andrews Council (PM)/Taché Council (AM)/St. Clements Council (AM)/Headingley Council (PM) East St. Paul Council (PM) Rosser Council (AM)/West St. Paul C.O.W (PM)/ Springfield C.O.W (PM)	13 Rockwood Council (AM) Stonewall C.O.W (PM)	14 West St. Paul Council (PM) Winnipeg Council (AM)	15	16
17	18 Cartier Council (AM) St. Andrews C.O.W (PM) Selkirk C.O.W (PM)	19 Niverville Council (PM) Springfield Council (PM) St. François Xavier Council (PM)	20 Stonewall Council (PM) Dunnottar Council (AM) Ritchot Council (PM)	21	22	23
24	25 Selkirk Council (PM)	26 St. Andrews Council (PM) St. Clements Council (PM) Headingley Council (PM)	27 Rockwood Council (AM) Rosser Council (PM)	28	29	30
31	1	2	3	4	5	6

AGENDA ITEM 11.6 – Consent Agenda

CAPITAL PLANNING REGION

Briefing Note

LAKE FRIENDLY OFFICIAL MARK TRANSFER

REGULATION AND LEGISLATION

Not applicable

RATIONALE

In 2022, the Minister of Climate and Parks granted the Winnipeg Metropolitan Region funds to support the legal transfer of the South Basin Mayors and Reeves - Lake Friendly Initiative to the WMR. Activities included legal amalgamation, the transfer of all educational resources, and the transfer of the Official Mark for Lake Friendly.

These assets are part of the Transition Agreement.

Lake Friendly educational resources support Plan20-50 and provincial strategies/priorities around water protection and climate resiliency.

Winnipeg Metropolitan Region has engaged DD West LLP to undertake the transfer. The last piece to be resolved by DD West LLP is the finalization of the paperwork for the Official Mark to the new capital planning region.

SUPPORTING DOCUMENT

Attachment 11.6.1: Email from DD West LLP dated March 28, 2023

AGENDA ITEM 11.7 - Consent Agenda

CAPITAL PLANNING REGION

Briefing Note

MEMBER CONTACT INFORMATION

REGULATION AND LEGISLATION

Capital Planning Region Regulation 3(1) Head of council as director

3(1) on the coming into force of the regulation, the head of council of each regional member municipality is appointed to the regional planning board.

3(2) The head of council of each regional member municipality is, and continues as, a director unless the regional member municipality appoints a member of council to the board under section 4.

Member of council as director

4(1) The council of a regional member municipality may appoint a member of council who is not its head of council to the regional planning board.

4(2) If a council appoints a member to the board, the chief administrative officer of the municipality must give a copy of the municipality's appointment resolution to the regional planning board as soon as practicable after the resolution is passed.

RATIONALE

Following the Capital Planning Region Regulation, a member contact list has been created that captures the name, title, municipality, email address and phone number of all members of the capital planning region board. The Member Contact List (Attachment 1.4.2) identifies the contact information for the four Provincially appointed members and the heads of council in each municipality. If changes are made to the members, as per 4(1) and 4(2) above, this list will be updated.

SUPPORTING DOCUMENT

Attachment 11.6.1: Member Contact List

