



# WINNIPEG METROPOLITAN REGION BOARD EXECUTIVE COMMITTEE MEETING Thursday May 18, 2023

**START TIME:** 8:30 a.m.

**LOCATION:** 4-875 St. James Street

BOARD MEMBER	POSITION		PRESENT (In person or Zoom)	REGRETS
Michael Moore	Chair			
Elisabeth Saftiuk	Vice Chair			
Mayor Scott Gillingham	Past Chair	City of Winnipeg		
Reeve Brad Erb	Director	RM of Macdonald		
Mayor Debbie Fiebelkorn	Director	RM of St. Clements		
Colleen Sklar		WMR Executive Director		
Jennifer Freeman		WMR Program Manager		
GUEST				
Dr. Robert Murray		Dentons Managing Director		

### 1. OPENING

Action: Declaration Lead: Chair Moore

• Call to order

### 2. EXECUTIVE COMMITTEE MEETING AGENDA

Action: Approval Lead: Chair Moore

Approval of Executive Committee meeting agenda for May 18, 2023 as presented.

Motion: To approve the Executive Committee meeting agenda for May 18, 2023 as presented.

Moved: Seconded: Carried.

## 3. EXECUTIVE COMMITTEE MEETING MINUTES - N/A

### 4. FINANCIALS

Action: Information Lead: WMR Program Manager, Jennifer Freeman

• Update on financials and member contributions

Action: Information Lead: Chair Moore

• Update on Funding Agreement



### MEETING AGENDA

#### 5. BYLAWS, POLICIES AND GOVERNANCE DOCUMENTS

Action: Information Lead: Chair Moore

• Update on progress

#### 6. REGIONAL PLAN PROCESS

Action: Information Lead: Chair Moore

Proposed Plan20-50 process as per legislation and regulations

### 7. STAFF CONTRACTS, EXECUTIVE DIRECTOR SEARCH & PROVINCIAL DIRECTORS

Action: Information Lead: Chair Moore

- Update on staff contracts
- Update on the Minister's appointment of Directors
- Executive Director search approve a process to present to the board

### 8. NEW BUSINESS

### 9. WMR MEETING DATES

#### 2023

- Thursday June 15, 2023, at 8:30am-12:00 (Canad Inns, Polo Park)
- Thursday September 14, 2023, at 9:00am 12:00 pm (location TBD)
- Thursday October 19, 2023 at 9:00am 12:00 pm (location TBD)
- AGM Thursday November 16 at 9:00am 12:00 pm (location TBD)

#### 2024

- Thursday January 18, 2024 at 9:00am 12:00 pm (location TBD)
- Thursday March 21, 2024 at 9:00am 12:00 pm (location TBD)
- Thursday May 16, 2024 at 9:00am 12:00 pm (location TBD)
- Thursday June 20, 2024 at 9:00am 12:00 pm (location TBD)
- Thursday September 19, 2024 at 9:00am 12:00 pm (location TBD)
- AGM Thursday November 21, 2024 at 9:00am 12:00 pm (location TBD)

### 10. MEETING ADJOURNED

Motion to adjourn meeting at

Moved: Seconded: carried.



### **BRIEFING NOTE**

# Progress on Tasks - Transition & Other

### 1. Assignment of Lease

- Signed proposal letter sent to Shindico complete
  - o Letter confirmed the terms and extension of lease past the contract date.
- Lease to be assigned to Winnipeg Metropolitan Region (statutory corporation). Shindico currently preparing an assignment of lease in process

#### 2. Transfer of Assets - Software Licenses

• Consent to Assignment (legal agreements prepared by DD West LLP) sent to all applicable companies to transfer software licenses. Currently awaiting responses — complete

### 3. Banking

- WMR has provided the necessary documents to TD Canada Trust (Kenaston branch) to move forward with the signing authorities process complete
- TD Canada Trust representative is working to get the new signing authorities in place for Winnipeg Metropolitan Region (statutory corporation) and will notify each signing authority via direct email in process
- Signing authorities, as approved by the board, include:
  - o Michael Moore, Chair
  - o Elisabeth Saftiuk, Vice Chair
  - o Brad Erb, Director
  - o Debbie Fiebelkorn, Director
  - o Jennifer Freeman, Program Manager

### 4. Statutory corporation business

- As per resolution approved at the meeting of the Board on April 26, 2023, Heartland CPAs will
  handle activities related to establishing the capital planning region statutory corporation
  known as Winnipeg Metropolitan Region.
- WMR has provided the appropriate documentation to Heartland to move forward with the business number registration and CRA account transfer **complete**
- Heartland working to obtain the business number registration and complete the CRA account transfer in process
- Heartland as official auditor confirmed complete



# 5. Lake Friendly Official Mark transfer

 DD West LLP working to complete the legal transfer of the Official Mark Lake Friendly Mark – in process

## 6. Employee contracts

• Received by all employees. Fully executed contracts sent to Marissa (Ryan Litovitch, Natalie Lagasse, and Shelly Deng will be sent by Friday May 5, 2023).

### 7. Announcement of the Board

• The Province of Manitoba has confirmed that they will lead the announcement as soon as all board positions have been finalized.

# 8. Other tasks arising from Meeting #1 - April 26, 2023

- Copies of the *Confidentiality Agreements* signed at the April 26<sup>th</sup> meeting have been email to all attendees.
- Invoices for prorated current member contributions\* to be sent out Friday May 5, 2023 (\*Invoices will not include outstanding fees).