



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**

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#### **1. Assignment of Lease**

- Signed proposal letter sent to Shindico – **complete**
  - 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:
  - Michael Moore, Chair
  - Elisabeth Saftiuk, Vice Chair
  - Brad Erb, Director
  - Debbie Fiebelkorn, Director
  - 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).