

**CAPITAL PLANNING REGION O/A WINNIPEG METROPOLITAN REGION
EXECUTIVE COMMITTEE MEETING
Thursday May 18, 2023**

START TIME: 8:30 a.m.
END TIME: 10:45 a.m.
LOCATION: 4-875 St. James Street

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

1. OPENING

Action: Declaration Lead: Chair Moore

Meeting called to order by Chair Moore at 8:35 a.m.

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: Scott Gillingham Seconded: Debbie Fiebelkorn Carried.

3. EXECUTIVE COMMITTEE MEETING MINUTES – N/A

4. FINANCIALS

Action: Information Lead: WMR Executive Director, Colleen Sklar

- All invoices have been sent out for member contributions.
- Budget to actual provided to the Executive Committee. This will be updated to reflect a May 31, 2023 date for the June Board Meeting.

Action: Information Lead: Dr. Bob Murray

- An update on *Provincial Funding Agreement* was provided by Dr. Bob Murray. A draft is anticipated for review by the beginning of June, further updates will be provided to the Board Chair.

5. BYLAWS, POLICIES AND GOVERNANCE DOCUMENTS

Action: Information Lead: Chair Moore

- Updated policies and procedures in progress - anticipated for the Board meeting in June.

6. REGIONAL PLAN PROCESS

Action: Information Lead: Chair Moore

- A variety of proposed Plan20-50 draft adoption processes (as per legislation and regulations) will be drafted and provided to the Chair and Executive Committee for feedback and refinement in preparation for the June Board Meeting.

7. STAFF CONTRACTS, EXECUTIVE DIRECTOR SEARCH & PROVINCIAL DIRECTORS

Action: Information Lead: Chair Moore

- All staff contracts have been updated and signed as per the transition agreement.
- The process for the Executive Director search was reviewed and it was agreed that Vice Chair would lead the search committee.
 - The draft job description to be sent to the Executive Committee for comment and refinement. All edits to be sent in by May 25, 2023.
 - The Executive Committee will be engaging a search firm to undertake the executive search.
 - Contact information for Harris Leadership Strategies (search service) to be sent to Search Committee as well letter confirming credit transfer.
 - Vice Chair Saftiuk, Dr. Murray and Marissa Warshawski (Search Committee) to engage the search firm immediately.

8. NEW BUSINESS

- Discussion on arrangement for JohnQ Public Inc. to enter into a *Shared Rent Agreement* with the Winnipeg Metropolitan Region (WMR) was presented. It was agreed that Dr. Murray would review the Shared Rent Agreement with the Province. Draft Agreement to be provided for review and consideration. WMR Board Chair and JohnQ Board Chair will meet with Dr. Murray to develop a path forward. If possible, the agreement will be included in the June Board Meeting.

9. WMR MEETING DATES

- Executive Committee Meetings (in person or Zoom) to be planned on a regular basis related to the Executive Director search process and updates on the transition process.

- Board members to be canvassed in advance of the June Board Meeting regarding 2023/2024 schedule for board meetings. Program Manager Jennifer Freeman to coordinate. Current schedule below.

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 10:45 a.m.

Moved: Debbie Fiebelkorn Seconded: Elisabeth Saftiuk carried.