



MANITOBA INSTITUTE OF TRADES & TECHNOLOGY

BOARD OF GOVERNORS MEETING

OCTOBER 24, 2023

7:30 AM – 8:00 AM

2150 CHEVRIER BLVD – BOARDROOM

BOARD MEMBERS:	K. Webb (Ex-Officio), R. Brown (Chair), C. Payne (Vice-Chair), R. Kinley, P. Shahi, K. Atamanchuk,
STAFF:	J. Thorsteinson (Board Secretary), J. Lumb (Board Treasurer), N. Cooke, B. Stuart, A. Cheyne-Hill (Recorder)
GUESTS:	R. Klassen, S. Carmona
REGRETS:	B. Pooles

AGENDA

#	ITEMS	LEAD
1.	CALL TO ORDER	
1.1	Land Acknowledgement “MITT acknowledges that it is on Treaty 1 territory and the traditional territory of Anishinaabeg, Cree, Dakota, Dene Peoples, and the homeland of the Metis Nation.”	Chair
1.2	Establishment of Quorum Quorum was met and the meeting was called to order at 7:32 a.m.	Chair
1.3	Declaration of Conflicts No conflicts were declared.	Chair
2.	CONSENT AGENDA BUSINESS	
2.1	Approval of Agenda	Chair
2.2	Committee Meeting Minutes: A. October 16, 2023 (GOV) B. October 16, 2023 (A&F)	
2.3	Approval of Board Meeting Minutes: A. August 29, 2023 (BRD)	Chair
2.4	Management Report	Chair
2.5	Enrolment Report	Chair
2.6	President's Expense Report	Chair
2.7	Board Correspondence A. 2023-02-03 MITT Deferred Maintenance 2023-2024 B. 2023-08-29 PSI Compliance with The Public Service Act C. 2023-09-06 MSBA Memo Board Delegations Procedure D. 2023-09-08 Major Addition - New Welding Shop - Final Project Support Letter	Chair
2.8	Chair's Report	NIL
2.9	Board Action Sheet	Chair

BRD Motion #16/23-24 (P. Shahi, K. Atamanchuk)

“That the agenda, including consent agenda business, be approved as presented”

CARRIED

Initials: *KW* Chair *JS* Board Secretary

3. BUSINESS ARISING FROM THE MINUTES

3.1 Transition Update

Board Secretary

J. Thorsteinson shared that first stage was communication stage, second phase was updating general profiles and individual meetings with new President and leaders throughout the organization. Industry event is scheduled for December 6th, invitation to be sent to board members. Engagement with industry, First Nations communities, Government will be taking place in near future.

4. COMMITTEE REPORTS

4.1 Audit and Finance Committee Report

Chair (A&F)
Board Treasurer

A. 2022-23 Auditor's Presentation

R. Klassen provided an overview of the audit status. The engagement is substantially completed. Impact of broader economic factors have been considered through the audit.

R. Klassen shared the significant risks that were accounted for. No material errors, fraud or illegal acts were found to report.

R. Klassen shared that GT is to provide an opinion on financial statements based on information received by management. Once the final requirements are completed, Grant Thornton LLP will issue an unqualified audit opinion.

B. 2022-23 Audited Financial Statements

Board Treasurer

Most significant changes within these statements are pertaining to Asset Retirement Obligation and Financial Instruments. Operating Accumulated Surplus (note 10) was highlighted and discussed.

BRD Motion #17/23-24 (R. Kinley, K. Atamanchuk)

"That the 2022-23 Audited Financial Statements be approved by the board as presented."

CARRIED

C. Management's Presentation of 2022-23 Financial Results

Board Treasurer

2022-23 financial results were shared which highlight MITT's financial status.

D. Promissory Note 23/24: Deferred Maintenance

Board Treasurer

J. Lumb shared a promissory note will be received for deferred maintenance related to the Province's funding letter for the 23-24 fiscal year.

BRD Motion #18/23-24 (R. Kinley, C. Payne)

"That the Board approves the request for a Promissory Note from the Province of Manitoba in the amount of \$250,000 for deferred maintenance as included in the 2023-24 funding letter".

CARRIED

E. Promissory Note 23/24: Major Addition – New Welding Shop

Board Treasurer

J. Lumb shared that final funding for weld shop addition will be received as a promissory note.

BRD Motion #19/23-24 (R. Kinley, K. Webb)

"That the Board approves the request for a Promissory Note in the amount of \$364,944.53 for final project support for the welding shop project".

CARRIED

F. Annual Compliance Report

Board Treasurer

J. Lumb shared that MITT is compliant with the applicable and relevant legal and regulatory requirements.

Initials:  Chair  Board Secretary

- G. Annual Whistleblowers' Declaration
J. Lumb reviewed the declaration.

Board Treasurer

4.2 Governance Committee Report

Chair (GOV)
Board Secretary

A. Policy Change

- i. Overhaul of Board Policy Manual

BRD Motion #20/23-24 (C. Payne, R. Kinley)

That the Board of Governors approve the Governance Committee undertake a significant review of its board policies to be completed by June, 2024.

CARRIED

B. Update on Performance Evaluation of President and CEO Results 2022-23

Board Secretary

J. Thorsteinson shared that the 2022-2023 was an unusual year with 5 different individuals serving or acting in the President and CEO position. A written report of goals, objectives and accomplishments supporting the strategic plan has been provided to the Board, along with a quantitative list of measurements for the board to review. Last year, the President and CEO evaluation was purposefully moved to late fall to coincide with the close of the annual external audit.

C. Annual Report

Board Secretary

J. Thorsteinson shared that the report has been shared.

5. NEW BUSINESS

5.1 Signing Authorities

Board Treasurer

BRD Motion #21/23-24 (C. Payne, R. Kinley)

"That due to her resignation, Jennifer Lumb be removed as the Treasurer of the MITT Board of Governors and no longer will have signatory responsibilities or privileges, effective Nov. 2, 2023."

CARRIED

BRD Motion #22/23-24 (K. Atamanchuk, P. Shahi)

"In addition to Neil Cooke, Bev Stuart and Jana Thorsteinson are designated as signatories for the fiscal 2023-2024 year, effective October 24, 2023."

CARRIED

6. STRATEGIC/GENERATIVE/DEPARTMENTAL PRESENTATION

6.1 Post-Election Discussion

Board Secretary

J. Thorsteinson shared a reminder that 100% of MITT board members serve at the will of the current government. MITT will keep members informed if the new government engages in discussion about board appointments. Until that time MITT should continue to operate as normal.

7. AGENDA ITEMS FOR NEXT MEETING

7.1 None

8. IN-CAMERA MEETING

8.1 BRD Motion #23/23-24 (R. Brown)

"That the Governing Board meeting adjourn to Committee of the Whole (In-Camera) at 8:26 a.m."

8.2 BRD Motion #24/23-24 (R. Brown)

"That the Committee of the Whole (In-camera) rise and report at 8:27 a.m."

9. TERMINATION

9.1 BRD Motion #25/23-24 (R. Brown)

"That the Governing Board meeting terminate at 8:40 a.m."



Chair



Board Secretary

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