



MANITOBA INSTITUTE OF TRADES & TECHNOLOGY

BOARD OF GOVERNORS MEETING

67 SCURFIELD BLVD – ROOM 101

OCTOBER 25, 2022

8:00 AM – 9:30 AM

BOARD MEMBERS:	K. Webb (Chair), C. Payne (Vice-Chair), R. Brown, B. Pooles, R. Kinley, K. Atamanchuk, P. Shahi
STAFF:	R. Karasevich (President/CEO), J. Thorsteinson (Board Secretary), J. Lumb (Board Treasurer), N. Cooke, B. Stuart, A. Cheyne-Hill (Recorder), C. McCorriston
GUESTS:	D. Veres (Academica Group) S. Carmona and A. Davis (Grant Thornton LLP) K. Sinclair (Harris Leadership) – in camera only

MINUTES

#	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, and Dakota 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 8:02 a.m.	Chair
1.3	Declaration of Conflicts No conflicts of interest were declared.	Chair
2.	CONSENT AGENDA BUSINESS	
2.1	Approval of Agenda	Chair
2.2	Committee Meeting Minutes: A. October 17, 2022 (GOV) B. October 17, 2022 (A&F)	Chair
2.3	Approval of Board Meeting Minutes: A. June 28, 2022 (BRD)	Chair
2.4	Management Report	Chair

Initials: K. Webb Chair J. Thorsteinson Board Secretary


2.5	Enrolment Report	Chair
2.6	President's Expense Report	Chair
2.7	Board Correspondence	Chair
	A. 2022-08-09 MSBA - MB School Insurance Program 2022-23 renewal	
	B. 2022-08-12 Province of MB - Support for HNL PMB Campus Roof & Mechanical Replacement	
	C. 2022-08-24 MSBA – notice of Minimum Wage Increase	
	D. 2022-09-15 MSBA – notice of Sept.19 one-time Fed. holiday	
	E. 2022-09-16 PSAF Consultation Participant Guide	
	F. 2022-10-13 Province of MB - New High School Apprenticeship Program Guide	
	G. 2022-10-14 Province of MB - Addt Project Support for HNL PMB - Roof and mechanical replacement	
2.8	Chair's Report	Chair
2.9	Board Action Sheet	Chair

BRD Motion #11/22-23 (R. Kinley, B. Pooles)**"That the agenda, including consent agenda business, be approved as presented."****CARRIED****3. BUSINESS ARISING FROM THE MINUTES**

3.1	Confirmation of purchase of 205 Henlow Bay Confirmed purchase has been completed.	President/CEO
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4. COMMITTEE REPORTS

4.1	Audit and Finance Committee Report	Chair (A&F) Board Treasurer
	A. Management's Presentation of 2021-22 Financial Results J. Lumb provided a presentation of the 2021-22 financial results.	
	B. 2020-21 Auditor's Presentation A. Davis provided an overview of the audit status. The engagement is substantially completed. Based on their review, GT issued an unqualified audit opinion.	S. Carmona/A. Davis
	C. 2020-21 Audited Financial Statements <u>BRD Motion #12/22-23 (R. Kinley, B. Pooles)</u> <u>"That the 2021-22 Audited Financial Statements be approved as presented."</u>	Chair (A&F) <u>CARRIED</u>
	D. Annual Compliance Report J. Lumb shared that MITT is compliant with the applicable and relevant legal and regulatory requirements.	Board Treasurer
	E. Annual Whistleblowers' Declaration J. Lumb confirmed there were no disclosures received under PIDA for the fiscal year July 1, 2021 – June 30, 2022.	Board Treasurer

Initials:  Chair Board Secretary

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| | F. Emergency Pembina Boiler Replacement
J. Lumb provided background on the boiler replacement requirement. B. Pooles abstained from voting due to a potential conflict.
<u>BRD Motion #13/22-23 (C. Payne, K. Atamanchuk)</u>
“Whereas it is deemed necessary to provide a Motion to the Education Funding Branch to issue an additional long-term promissory note to finance the construction of the 130 Henlow Roof and Mechanical Systems Replacement project, the 2021\2022 Expanded Capital Support Program and the replacement of the Pembina boilers; the Audit and Finance Committee recommends that the Board approves the issuing of a promissory note in the amount equal to \$269,300 as presented.”
<u>CARRIED</u> | Board Treasurer |
| | Governance Committee Report | Chair (GOV) |
| 4.2 | A. General Updates to Board Policy Manual
J. Thorsteinson shared that the updates to the board policy manual are general updates like change in locations, and do not change the nature of the policies.
<u>BRD Motion #14/22-23 (K. Atamanchuk, P. Shahi)</u>
“That the Board approves the general updates to the Board policy manual as presented.”
<u>CARRIED</u> | Board Secretary |
| | B. Board Exit Survey Results 2021-2022
J. Thorsteinson noted that the board committed to completing survey twice annually. Any feedback is welcome. | Board Secretary |
| | C. Annual Report
J. Thorsteinson advised final report will be sent to board members upon completion. | Board Secretary |
| | D. Sign Conflict of Interest / Board Confidentiality Documents
R. Brown reminded everyone to complete the Conflict of Interest / Board Confidentiality documents. | Chair (GOV) |
| | E. Confirmation of Substantially Completed – Performance Evaluation of President & CEO Evaluation 2021-2022 | Chair (GOV) |

5. NEW BUSINESS

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| 5.1 | Annual Appointments of Service Providers (auditor, finance, legal, etc.)
<u>BRD Motion #15/22-23 (B. Pooles, P. Shahi)</u>
“That the Board approves item 5.1 from A through H representing the MITT annual appointments as presented.”
<u>CARRIED</u> | Chair |
| | A. Appointment of Solicitors
“That Manitoba Institute of Trades and Technology use the services of Fillmore Riley as its primary solicitor for 2022-23. Further, that MITT may engage additional firms or individuals for specialized services as the need arises.” | |

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- B. Appointment of Banks
“That Manitoba Institute of Trades and Technology use the services of the Toronto Dominion Bank as its primary financial institution, Steinbach Credit Union for its high interest savings account and North Winnipeg Credit Union for its GIC investments for 2022-23.”
 - C. Appointment of Auditors
“That Manitoba Institute of Trades and Technology continue with the firm Grant Thornton for audit services specific to 2022-23.”
 - D. Re-Appointment of Treasurer
“That Jennifer Lumb, Associate Vice-President, Finance & Campus Services, be re-appointed Treasurer to the Governing Board of the Manitoba Institute of Trades and Technology.”
 - E. Re-Appointment of Board Secretary
“That Jana Thorsteinson, Associate Vice President, External and Corporate Affairs, be re-appointed Secretary to the Governing Board of the Manitoba Institute of Trades and Technology.”
 - F. Signing Authorities and Limits
“That Ray Karasevich and Jennifer Lumb are approved as MITT’s signatories for the 2022-23 fiscal year.”

“That the President and CEO of MITT be granted signing authority to a maximum of \$500,000 for individual budgeted expenditures for the 2022-23 fiscal year, subject to limitations codified in MITT’s Act and policy framework.”
 - G. Appointment of Board Vice Chair
“That C. Payne be re-appointed for a one-year term as the Vice Chair of the MITT Board.”
 - H. Appointment of Board Committee Members
“That R. Brown (Chair) and C. Payne be re-appointed, and K. Atamanchuk be appointed for one-year terms on the Governance Committee of the MITT Board.”

“That R. Kinley (Chair), B. Pooles, and P. Shahi be re-appointed for one-year terms on the Audit and Finance Committee of the MITT Board.”

5.2 President’s Expense Report Approval

Chair

BRD Motion #16/22-23 (R. Brown, C. Payne)

“That the Board approves President’s Expense Report for period of July 1, 2021 – June 30, 2022 as presented.” **CARRIED**

6. STRATEGIC/GENERATIVE/DEPARTMENTAL PRESENTATION

6.1 Academic Plan

VP Academic

N. Cooke presented final Academic Plan. Foundation is to support the strategic plan and make students the centre focus.

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| 6.2 | Review of MITT Annual Priorities
R. Karasevich provided high-level overview of annual priorities. | President/CEO |
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7.	AGENDA ITEMS FOR NEXT MEETING – Dec 6, 2022
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| 7.1 | None |
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8.	IN-CAMERA MEETING
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| 8.1 | <u>BRD Motion #17/22-23 (P. Shahi, R. Kinley)</u>
“That the Governing Board meeting adjourn to Committee of the Whole (In-Camera) at 9:19 a.m.” | <u>CARRIED</u> |
| 8.2 | <u>BRD Motion #18/22-23 (C. Payne, B. Pooles)</u>
“That the Committee of the Whole (In-camera) rise and report at 10:35 a.m.” | <u>CARRIED</u> |

9.	TERMINATION
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| 9.1 | <u>BRD Motion #19/22-23 (K. Webb)</u>
“That the Governing Board meeting terminate at 10:35 a.m.” | <u>CARRIED</u> |
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Chair



Board Secretary

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