Municipal Relations
Deputy Minister's Office
Room 311 Legislative Building
Winnipeg MB Canada R3C 0V8
General Office: 204-945-5568
www.manitoba.ca

December 15, 2020

Mr. Michael Ruta
Interim Chief Administrative Officer
City of Winnipeg
mruta@winnipeg.ca

Dear Mr. Ruta:

On behalf of Honourable Rochelle Squires, Minister of Municipal Relations, and in accordance with Section 12.11 (1) of *The Planning Act*, the Department is inviting the City of Winnipeg to nominate its new representative to the Inland Port Special Planning Authority.

The Planning Act establishes the Inland Port Special Planning Authority (Authority) with a composition of two representatives of the Rural Municipality of Rosser, a representative of the City of Winnipeg, a representative of CentrePort Canada Inc., a representative of the Winnipeg Airports Authority and a representative of the provincial government. The term of office for a member of the Inland Port Special Planning Authority is three years.

The mandate of the Authority, in respect of its special planning area, is to hold hearings to consider:

- the adoption of, or an amendment to, the development plan by-law or the zoning by-law; subdivision applications; and the declaration of an obsolete plan of subdivision;
- to hear and decide appeals respecting applications for variance and referred to the authority in accordance with the regulations;
- to advise and assist the Minister on matters affecting land use planning within the area; and
- to perform any other duties assigned to it by the Minister.

We recommend that The City of Winnipeg take into account these competencies when nominating their representative to the Inland Port Special Planning Authority:

- Knowledge of issues pertaining to land use planning and sustainable development;
- Ability to think strategically and consider issues from a regional and provincial perspective;

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- An understanding of administrative tribunal and appeal procedures is an asset;
- The ability to read and interpret written and visual material and verbal information to ascertain facts and then make and articulate recommendations in a fair and unbiased manner;
- Excellent written and oral communication and active listening skills are required; and
- Legal knowledge would be an asset but is not essential.

As the Board is expected to operate in a fair, objective and transparent manner, the City of Winnipeg must also consider any real, apparent or potential conflict of interest situations prior to nomination of any individual. This involves careful consideration to avoid or effectively resolve conflict of interest situations where private or personal interests improperly influence or could reasonably be perceived to improperly influence the performance of a Board member's duties and responsibilities. Board members will be required to sign a Conflict of Interest Declaration Form.

Please submit your nominated representative with a short biography and a copy of the Council Resolution to my office by March 1, 2021. Your nomination will then be reviewed by the provincial government as part of the appointment process. Should you have any questions or concerns, please contact me.

Sincerely,

Bruce Gray
Deputy Minister