Manitoba
Municipal and Northern Relations
Deputy Minister

Room 143 Legislative Building,
Winnipeg, Manitoba, Canada R3C 0V8
T 204-945-5568

February 21, 2025

Sherwood Armbruster
Interim Chief Administrative Officer
City of Winnipeg

Dear Sherwood Armbruster*:*

On behalf of Honourable Glen Simard, Minister of Municipal and Northern Relations, and in accordance with Section 12.11 (1) of *The Planning Act*, the Province of Manitoba is seeking confirmation from the City of Winnipeg, via council resolution, whether it is recommending James Platt be reappointed as its representative on the Inland Port Special Planning Authority or if you will be submitting a new nomination.

James Platt was appointed to the Board by the Lieutenant Governor in Council, on June 1, 2022. The term of office for a member of a special planning authority is three years, unless the order appointing the member provides for a shorter term. A person may not serve as a member of a special planning authority for more than ten consecutive years.

The Planning Act establishes the Inland Port Special Planning Authority and identifies the composition of the Authority as 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 mandate of the Inland Port Special Planning 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.

The following are desirable competencies of members of the 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;
- 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 confirm by resolution of council your intentions for the City's representative on the Inland Port Special Planning Area. If you plan to submit a new nominated representative(s), please provide a short biography and a copy of the Council Resolution to my office no later than May 1, 2025. Your nomination will then be reviewed as part of the provincial appointment process.

Should you have any questions or concerns, please contact me.

Sincerely,

Mona Pandey

Digitally signed by Mona Pandey
Date: 2025.02.21 11:35:23 -06'00'

Mona Pandey
Deputy Minister

c. Honourable Glen Simard, Minister of Municipal and Northern Relations
Rayson Wong, Community Planning and Development