

Bulletin #2024-21

MUNICIPAL AND NORTHERN RELATIONS

Important Notice to Chief Administrative Officers

DEPARTMENTAL STAFF CHANGES, TRANSITION PERIOD FOR MUNICIPAL FINANCE OFFICER FUNCTIONS

Please be advised that:

- Jesse Oyugi, Municipal Finance Officer, will be taking on a new role within the Manitoba government as Senior Advisor to the Deputy Minister.
- Shelley Jensen, Municipal Services Officer, will be undertaking a special project for the department for the next several months.

This transition is effective immediately and is intended to ensure that municipalities continue to receive the high level of service and support that they have been receiving.

Changes to Municipal Finance Officer (MFO) Functions

As many of you know, Jesse Oyugi has been instrumental in assisting municipalities with borrowing and special service by-laws. The department will transition the MFO functions in the following ways while the role is reviewed through the Municipal Board operational review and a recruitment process is underway.

Key Functions and Processes

1. **Advisory Services:** Effective immediately, all municipal inquiries related to capital borrowing and special services - including advice on capital borrowing, special services, financing and taxation options, compliance with legislative requirements, and the review of notices, by-laws, and application forms - should be directed to MuniFinance@gov.mb.ca. Our staff will monitor this mailbox daily to provide timely responses and support.
2. **Submission of By-law Applications for Municipal Board Approval:** Municipalities will continue to mail all applications to the attention of the Municipal Finance Officer at 508-800 Portage Avenue, Winnipeg, MB R3G 0N4.

Upon receipt, our staff will confirm the application via MuniFinance@gov.mb.ca, review it for completeness, and follow up with you as necessary.

We anticipate that while there may be some short-term adjustments, we are committed to minimizing any disruptions to service. Our goal is to ensure that municipalities continue to receive the necessary support without interruption. If you have additional questions regarding these MFO functions, please contact MuniFinance@gov.mb.ca.

Changes to Municipal Services Officer (MSO) Functions

Shelley Jensen has provided extensive support to municipalities and the public on municipal matters. Shelley's duties will be absorbed on an interim basis by other members of the MSO unit. Administrators should continue to engage with the other MSOs as usual. While expecting brief adjustments, we're dedicated to keeping service disruption to a minimum.

*Department of Municipal and Northern Relations
508 – 800 Portage Avenue, Winnipeg MB R3G 0N4*