Winnipeg

CITY OF WINNIPEG POLICY NO. CO-007

POLICY TITLE	ADOPTED BY	EFFECTIVE DATE
Citizen Appointments to Boards & Commissions	City Council	July 18, 2012
ORIGIN / AUTHORITY	**CITY POLICY NO**	**MOST RECENT CONSOLIDATION**
City Council	CO-007	February 26, 2021

This document is an office consolidation of amendments to the policy. The City of Winnipeg expressly disclaims any responsibility for errors or omissions.

1. Purpose:

The Citizen Appointments to Boards & Commissions Policy provides rules, guidelines, responsibilities and procedures with regard to the recruitment and appointment of citizen members to the City of Winnipeg's committees, boards and commissions.

2. Definitions

2.1 "Permanent Resident": A permanent resident is defined by the Federal Government as someone who has been given permanent Resident status by the immigrating to Canada, but is not a Canadian citizen."

(amended February 25, 2021)

3. Citizen Appointments to Boards & Commissions Policy

3.1 Identification of Vacancies

A. The City Clerk to compile listing of imminent vacancies for the committees, boards and commissions for approval by the Chair of the Executive Policy Committee, or his designate

3.2 Advertising Process

A. Annually in September, the City Clerk to invite citizens to apply for vacancies with the publication of an advertisement on the City of Winnipeg Web Page, including an on-line application process. Advertising will also take place on Winnipeg daily newspaper and larger ethnic newspaper sites as appropriate.

3.3 Recruitment / Nomination Process

A. Annually, following the deadline for applications on the 3rd Friday in October, the City Clerk to assemble applications / nominations received for consideration by Executive Policy Committee.

(amended January 25, 2017)

3.4 Eligibility Criteria

A. Canadian citizens and permanent residents who reside in Winnipeg and are 18 years of age or older on the date of their application are eligible for appointment.

(amended February 25, 2021)

B. Citizen appointments to reflect, to the extent reasonably practicable, the multi-ethnic diversity of our City.

C. Other criteria, as identified for individual committees, as set out.

3.5 Decision Making Process

A. Annually, the Executive Policy Committee to submit nominations to Council for appointments on or before its meeting in January in the year following the November Organization Meeting.

B. Mid-Year, the Executive Policy Committee may also submit nominations to Council on or before its meeting in July, including the filling of mid-term vacancies.

C. Upon Council’s formal approval, the City Clerk to notify, in writing, the successful applicants. Applications for those not selected will be kept on file should any vacancy occur mid-term.