**Minutes – Executive Policy Committee – July 4, 2012**

## REPORTS

**Minute No. 305 Process for Citizen Member Appointments to the City of Winnipeg's Committees, Boards and Commissions**

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service and recommends to Council:

1. That the Process for Citizen Member Appointments to the City of Winnipeg's Committees, Boards and Commissions, as outlined in Appendix A, be approved, and any Council Decisions inconsistent therewith be rescinded.

2. That citizen members for the following Museum Boards be appointed by Council, with a maximum of eight citizen members being appointed to each Board:

   A. Grants Old Mill
   B. Historical Museum of St. James-Assiniboia
   C. Transcona Historical Museum

3. That annually at the Organizational Meeting of Council, one City Councillor (or their designate) be appointed as a Board Member (or Liaison) for each Museum owned by and receiving annual funding from the City of Winnipeg.

4. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

DECISION MAKING HISTORY:

Moved by Councillor Vandal,

That the recommendation of the Winnipeg Public be concurred in and forwarded to Council.

Carried

# ADMINISTRATIVE REPORT

**Title:** **Process for Citizen Member Appointments to the City of Winnipeg's Committees, Boards and Commissions**

**Critical Path:** **Executive Policy Committee – Council**

## AUTHORIZATION

| Author | Department Head | CFO | CAO |
|---|---|---|---|
| Marc Lemoine | Richard Kachur | | |

## RECOMMENDATIONS

1. That the Process for Citizen Member Appointments to the City of Winnipeg's Committees, Boards and Commissions, as outlined in Appendix A, be approved, and any Council Decisions inconsistent therewith be rescinded.

2. That citizen members for the following Museum Boards be appointed by Council, with a maximum of eight citizen members being appointed to each Board:
   A. Grants Old Mill
   B. Historical Museum of St. James-Assiniboia
   C. Transcona Historical Museum

3. That annually at the Organizational Meeting of Council, one City Councillor (or their designate) be appointed as a Board Member (or Liaison) for each Museum owned by and receiving annual funding from the City of Winnipeg.

4. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

## REASON FOR THE REPORT

To streamline (update) the existing decision-making process for the appointment of citizen members to boards and commissions, in particular, the methods of communication and the recruitment process.

Amendments to the Council adopted Policy and Procedure for Citizen Member Appointments to the City of Winnipeg's various Committees, Boards and Commissions, requires Council approval.

## IMPLICATIONS OF THE RECOMMENDATIONS

- For many years, printed informational documents have been prepared for distribution to citizens during the annual recruitment process. More recently, information has been published on the City's Web page, including the ability to file an application on-line. Advertising was previously done only in printed form, however, recently was extended to include on-line advertising in daily, community and ethnic newspapers, in keeping with the intent from Council.

- To promote consistency for Museum Board appointments for those Museums which are owned and funded by the City of Winnipeg.

## HISTORY

**Process for Citizen Member Appointments**

The Procedure By-law No. 50/2007, Rule 57(5) provides that "the appointments of all citizen members to Committees, Boards and Commissions shall be made by Council on or before its first meeting in January in the year following the November Organization Meeting, in accordance with the selection process by Minute of Council 98, dated November 16, 1988, and shall hold office until their successors have been appointed.

On November 16, 1988, Council approved a Policy and process for the appointment of citizen members to the City's various boards and commissions, which included:

- The Executive Policy Committee striking an Ad Hoc Committee to separate the civic boards and commissions under the appropriate Standing Committees;
- The City Clerk's Department inviting nominations to fill vacant citizen member positions by placing advertisements in the two daily newspapers on October 1st of each year, including citing the deadline for applications as October 21st;
- The Standing Committee conducting their respective selection process in time for Council to approve those nominated at its first meeting the following January.
- Once Council approved the appointments, the City notifying the appointees by letter and placing an advertisement in the local media announcing the names of the successful candidates.

On September 27, 1989, Council amended its Policy with direction to the City Clerk's Department to include advertisements in ethnic newspaper or newsletters to fill vacant citizen member positions on the City's several boards and commissions.

On January 24, 1990, Council amended its process with direction that in the future, all applications received by the City Clerk from Citizens seeking to be nominated for appointment to The Winnipeg Public Library Board and/or Library Advisory Committee in their respective Community area, be referred directly by the City Clerk to the Community Committee of jurisdiction, for consideration.

On July 31, 1991, Council approved the publication of informative handout materials respecting the work of the various boards and commissions, the issuing of press releases when applications are being called and advertising for applicants on television, radio as well as in the newspapers, with such notice commencing at the beginning of October. Consideration was also to be given to revising the application form, including developing special forms for some boards. Also, late applications would be

considered if suitable candidates are not found amongst those who submitted their applications prior to deadlines. Further, if suitable candidate(s) cannot be found through the application process, that members of Council be invited to bring forward names, together with personal resumes of prospective candidates, for consideration.

On September 22, 1993, Council requested the Executive Policy Committee to establish a Selection Committee charged with the responsibility to appoint citizens to such Boards and Commissions.

On December 14, 1994, Council amended its Policy to ensure that citizen members reside within The City of Winnipeg and/or ward affected.

On September 27, 1995, Council amended its Policy by deleting the requirement that applications must be sent to the City Clerk's Office no later than October 21st in every year and substituting the words "the third Friday in November in every year".

To streamline the existing decision-making process for the appointment of citizen members, in particular, updating the methods of communication and the recruitment process, it is recommended that the process outlined on Appendix A be approved.

**Citizen Member Appointments to Museum Boards**

The City of Winnipeg owns and provides annual funding for the following museums:

- Fire Fighters Museum
- Grants Old Mill
- Historical Museum of St. James-Assiniboia
- Le Musée de Saint-Boniface Museum
- Ross House
- Seven Oaks House Museum
- Transcona Historical Museum

On March 2, 1988, Council approved the Restructuring of Museums Boards, specifically the four museums that received yearly grants from Council at that time (St. Boniface, Seven Oaks House, St. James-Assiniboia and Transcona Historical Museums), and which included the provision "that each Museum Board have, as a member, at least one City Councillor from the local Community Committee".

The appointments of citizen members on the above Museum Boards vary:

- The Fire Fighters Museum is leased to the Fire Fighter's Historical Society who elects its Board membership.

- The Boards for the Grants Old Mill and the Historical Museum of St. James-Assiniboia are elected by the membership.

- The Ross House Museum is operated by the Manitoba Historical Society who elects a volunteer Council (Board of Directors).

- The St. Boniface Museum By-law No. 4824/98, section 4(a), provides that the Board shall be comprised of 9 members of whom 1 shall be a Councillor or his or her designate and 8 shall be citizens; the Councillor member and 8 Citizen Members to be appointed by Council.

- The Seven Oaks House Museum Operating Terms of Reference, adopted by Council on April 24, 2002, provides that the Board shall be comprised of 9 members of whom 1 shall be a Councillor and 8 shall be citizens, all to be appointed by Council.

- The Transcona Museum Board consists of 12 members, 11 citizen members appointed annually by the Transcona Historical Museum Board and 1 member of Council appointed annually from the local Community Committee.

To provide consistency in the appointment of members on City-owned Museum Boards, it is recommended that all citizen members be appointed by Council, with a maximum of eight citizen members appointed to each Board. Further, in keeping with existing practice, the appropriate Community Committee would submit nominations for citizen members to the Executive Policy Committee.

Further, in keeping with the intent of the March 2, 1988 Council Decision, each Museum owned by and receiving annual funding from the City of Winnipeg should have representation by at least one Member of Council. Therefore, it is recommended that annually at the City Organization Meeting, one City Councillor be appointed as a Board Member or Liaison for each of those Museums.

## FINANCIAL IMPACT

### Financial Impact Statement — Date: June 11, 2012

**Project Name:** — **First Year of Program** 2012

Process for Citizen Member Appointments to the City of Winnipeg's Committees, Boards and Commissions

| | 2012 | 2013 | 2014 | 2015 | 2016 |
|---|---|---|---|---|---|
| **Capital** | | | | | |
| Capital Expenditures Required | $ - | $ - | $ - | $ - | $ - |
| Less: Existing Budgeted Costs | - | - | - | - | - |
| Additional Capital Budget Required | $ - | $ - | $ - | $ - | $ - |
| **Funding Sources:** | | | | | |
| Debt - Internal | $ - | $ - | $ - | $ - | $ - |
| Debt - External | - | - | - | - | - |
| Grants (Enter Description Here) | - | - | - | - | - |
| Reserves, Equity, Surplus | - | - | - | - | - |
| Other - Enter Description Here | - | - | - | - | - |
| Total Funding | $ - | $ - | $ - | $ - | $ - |
| Total Additional Capital Budget Required | $ - | | | | |
| Total Additional Debt Required | $ - | | | | |
| **Current Expenditures/Revenues** | | | | | |
| Direct Costs | $ - | $ - | $ - | $ - | $ - |
| Less: Incremental Revenue/Recovery | - | - | - | - | - |
| Net Cost/(Benefit) | $ - | $ - | $ - | $ - | $ - |
| Less: Existing Budget Amounts | - | - | - | - | - |
| Net Budget Adjustment Required | $ - | $ - | $ - | $ - | $ - |

**Additional Comments:**

1. No financial impact.

*Original signed by F. Dela Cruz for:*

Radhika Abeysekera
Manager of Finance (Campus)
Corporate Finance Department

## CONSULTATION

In preparing this report there was consultation with:

Legal Services Department

## SUBMITTED BY

Department – City Clerk's Department
Division - Committees
Prepared by: Jo-Ann Park, Manager, Decision-Making Process
Date: June 11, 2012

## APPENDIX A
### Process for Citizen Member Appointments to the City of Winnipeg's Committees, Boards and Commissions

The Executive Policy Committee submits nominations to City Council for approval, with the exception of those where a By-law delegates the authority to another Committee of Council.

**Identification of Vacancies**

- 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

**Advertising Process**

- 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.

**Recruitment / Nomination Process**

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

**Eligibility Criteria**

- Canadian citizens who reside in Winnipeg and who are entitled to vote in civic elections in The City of Winnipeg are eligible for appointment
- Citizen appointments to reflect, to the extent reasonably practicable, the multi-ethnic diversity of our City
- Other criteria, as identified for individual committees, as set out.

**Decision Making Process**

- 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
- 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
- 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