Minutes – Executive Policy Committee – April 18, 2023

REPORTS

Item No. 3 Summary of the Voluntary Self-Declaration for the 2023 Boards and Commissions Process and Review of Age Requirements

EXECUTIVE POLICY COMMITTEE DECISION:

The Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service and received the report as information.

DECISION MAKING HISTORY:

Moved by Councillor Orlikow,

That the recommendation of the Winnipeg Public Service be concurred in.

Carried

ADMINISTRATIVE REPORT

Title: Summary of the Voluntary Self-Declaration for the 2023 Boards and Commissions Process and Review of Age Requirements

Critical Path: Executive Policy Committee

AUTHORIZATION

Author	Department Head	CFO	CAO
A. Poitras	M. Lemoine	N/A	M. Jack

EXECUTIVE SUMMARY

On June 15, 2022, Council directed the Public Service to update the general application form, which is provided to anyone applying for membership on City of Winnipeg boards and commissions, to ensure consistency with City corporate human resource practices. Council further directed the Public Service to report back to the Executive Policy Committee with a summary of the data collected through the 2023 boards and commissions appointment process.

For the 2023 boards and Commissions application process, the City received a total of 488 applications. Of those applications, 388 self-declaration forms were submitted. Council adopted the majority of the 2023 appointments to its boards and commissions on January 26, 2023. At that meeting, Council appointed 68 members and, of those appointees, 49 completed the voluntary self-declaration form. A summary of the results of the self-declaration, which has been reviewed and provided by Human Resources, is attached to this report as Appendix A.

In addition to the above, on September 14, 2022, the Executive Policy Committee directed the Public Service to report back on the possibility of removing all restrictions for boards and commissions applicants pertaining to age.

The current Citizen Appointments to Boards and Commissions Council Policy states that, in order to be eligible for appointment, members must be Canadian citizens or a permanent resident, reside in Winnipeg and be 18 years of age or older. Due to the varying nature and requirements of the approximate 27 boards and commissions, the Public Service is recommending that this change not be implemented for all boards.

RECOMMENDATIONS

1. That this report be received as information.

REASON FOR THE REPORT

On June 15, 2022, Council directed the Public Service to report back to the Executive Policy Committee in March 2023 with a summary of the data collected through the 2023 boards and commissions appointment process. On March 13, 2023, an extension of time was granted for the Public Service to report back on the matter.

On September 14, 2022, the Executive Policy Committee directed the Public Service to report back in 180 days on the removal of all restrictions for applicants applying to the City's boards and commissions as it pertains to age.

IMPLICATIONS OF THE RECOMMENDATIONS

There are no implications to receiving this report as information.

HISTORY/DISCUSSION

Application Process and Self-declaration

Each year the City Clerk's Department undertakes a recruitment campaign for the citizen appointments to the City of Winnipeg's boards and commissions. The recruitment campaign typically launches at the beginning of August and runs until the third Friday in October, as per the Citizen Appointments to Boards and Commissions Council Policy. 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.

To promote these vacancies, the City Clerk's Department advertises annually through various mediums, including but not limited to the following:

1. Internal Promotion – City of Winnipeg website, City of Winnipeg Human Resources career website, Press Releases, Social Media (Twitter, Facebook), communications posters sent to committee coordinators, Winnipeg Public Library Board and the Community Services Department (to be distributed to newcomer organizations).

2. External Promotion – Winnipeg Free Press and Winnipeg Sun digital ads, Winnipeg Free Press "Shop Local" Flyer Jacket, Facebook and LinkedIn Ads, University of Winnipeg and University of Manitoba volunteer webpages and Volunteer Manitoba webpage.

The advertising budget for the 2023 process was $6,300.00.

As per the Council Decision of June 23, 2022, the City Clerk's Department updated the general application form that was provided to Winnipeggers applying for membership on City boards and commissions to ensure consistency with Corporate Human Resource Practices. After consultation with Human Resources, Legal Services, and the Access and Privacy Office, a voluntary self-declaration form which mirrors Corporate Human Resource practices is now included with the boards and commissions application process. A summary of the 2023 appointments, which has been reviewed and provided by Human Resources, is attached to this report as Appendix A.

Following the receipt of all applications, members of the nominating committee (committee chairs, Executive Directors, committee coordinators, etc.) for each board were provided with the applications and voluntary declaration forms, if returned by the applicant, to assist with the nomination process.

Age Requirements

On September 14, 2022, the Executive Policy Committee directed the Public Service to report back on the removal of all age restrictions for applicants to the City's Boards and Commissions.

The current Citizen Appointments to Boards and Commissions Policy states that, in order to be eligible for appointment, members must be 18 years of age or older. The Policy also states that members must be Canadian citizens or permanent residents, and reside in Winnipeg.

Each board has its own terms of reference and unique requirements, some of which are legislated through other bodies or levels of government (Winnipeg Police Board, Winnipeg Housing Rehabilitation Corporation, CentreVenture Development Corporation, etc.). Removing the age requirement from the policy could put the policy in conflict with a number of boards. As such, the Public Service does not recommend amending the policy to remove the age requirement for all boards and commissions. Boards have the ability to review their own terms of reference. If a board determines that lowering the age requirement is appropriate, that board can move a motion to amend its terms of reference and to amend the Council Policy, which would be subject to Council approval.

FINANCIAL IMPACT

Financial Impact Statement **Date:** March 20, 2023

Project Name:
Analysis of the Voluntary Self-Declaration for the 2023 Boards and Commissions Process and Review of Age Requirements

COMMENTS:

There are no financial implications associated with the recommendations in this report.

Lioubov Gavrilova-Crozier, March 20, 2023

Lioubov Gavrilova-Crozier, CPA, CA
Manager of Finance (Campus)
Corporate Finance Department

CONSULTATION

This Report has been prepared in consultation with:

- Human Resources
- Innovation and Technology

OURWINNIPEG POLICY ALIGNMENT

The recommendations contained in this report align with OurWinnipeg goals 1.10 and 1.11 Representative and Participatory Democracy

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

N/A

WINNIPEG POVERTY REDUCTION STRATEGY ALIGNMENT

Goal 6 – All City Services are Equitable, Inclusive and Accessible

SUBMITTED BY

Department: City Clerk's
Prepared by: A. Poitras
Date: March 22, 2023

Attachments:

Appendix A