Agenda – Executive Policy Committee – April 11, 2012

REPORTS

Item No. 2 Citizen Equity Committee – Amendment to Terms of Reference

COMMITTEE RECOMMENDATION:

On April 2, 2012, the Citizen Equity Committee recommended that Items 1-9 in its Mandate, as outlined in the Citizen Equity Committee Terms of Reference, Appendix A, be deleted in its entirety and replaced by the following:

1. To serve as an advisory agent to City Council on equity and diversity issues and emerging trends, as they affect the communities in Winnipeg;

2. To serve as the channel of communicating information on equity and diversity policy concerns between the City and the cultural communities in Winnipeg;

3. To support communities, organizations and institutions in celebrating cultural and social events and bring greetings on behalf of the City;

4. To undertake community outreach initiatives through regular meetings, public forums and workshops to explain City policy on equity and diversity and convey specific community concerns to City Council through an advisory report;

5. To produce an annual report that captures all community cultural and relevant non-cultural activities that the committee supported, initiated or participated in for the information and attention of the City Council;

6. To collaborate with other City *ad-hoc* committees to enhance adequate integration and participation of vulnerable social groups, such as seniors, people with disabilities and the youth in all community activities and services in Winnipeg;

7. To monitor the implementation of existing and new equity and diversity policies on services, appointments and hiring procedures, including appointments to City Boards and Commissions and make recommendations whenever necessary, with the view to achieving a balanced and diverse workforce, reflective of the Aboriginal and ethno-cultural communities in Winnipeg.

CITIZEN EQUITY COMMITTEE

TERMS OF REFERENCE

Winnipeg

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CITIZEN EQUITY COMMITTEE
TERMS OF REFERENCE

Adopted by the Citizen Equity Committee: April 15, 2002
Amended August 26, 2002; May 3, 2004; January 22, 2007; July 14, 2008

AUTHORITY

► **Creation of Citizen Equity Committee (CEC) and Citizen Outreach Equity Office (COEC):**
Clause 12 of the Report of the Executive Policy Committee dated March 14, 2001, adopted by Council on March 21, 2001

► **Membership Composition**:
Clause 4 of the Report of the Executive Policy Committee dated June 13, 2001; adopted by Council on June 20, 2001

MANDATE

1. ► To work in an advisory capacity to Winnipeg City Council, in order to advocate for systemic values of diversity and equity.

2. ► To provide an avenue of communication and support for community concerns with regard to equity and diversity issues as they impact on City policies, procedures and services.

3. ► To hold an annual public forum on diversity issues to elicit feedback from community members.

4. ► To provide a system of public accountability with regard to equity and diversity objectives, and to produce an annual report with regard to equity and diversity programs within the City's jurisdiction.

5. ► To review and monitor the special needs of youth and seniors* to ensure their participation in the community. *(Note: In 2007, the Mayor created the Seniors Advisory Committee)*

6. ► To continue to monitor existing and new City policies on services, appointments and hiring, including all City boards, committees and agencies, and to make recommendations, as required, that will enable City government to better reflect the diversity of the City in the face of its workforce.

7. ► To inform the Mayor and City Council as to emerging issues and provide advice through summaries with appropriate support information.

8. ► To act with the Citizen Outreach Equity Office to disseminate relevant information among community groups, concerned individuals and the City of Winnipeg.

9. ► To meet with the City of Winnipeg Access Advisory Committee on an annual basis, to review the ongoing implementation of equity programs, and to review annual reports.

DUTIES AND RESPONSIBILITIES

The Citizen Equity Committee shall have the following duties and responsibilities:

Related to City Council:

1) Review and recommend changes to by-laws, resolutions, policies, regulations, and budgets, related to issues of equity and diversity

2) Receive referrals from Council or its Committees for review and recommendation

3) Monitor progress of City Council in implementing recommendations make by the Citizen Equity Committee

Related to City Departments:

4) Implement and monitor equity programs

5) Assist the City of Winnipeg to become a leader in diversifying its environment

6) Monitor progress of City Departments in implementing recommendations made by the Citizen Equity Committee

Related to the Public:

7) Respond to the CAO's annual "Report Card" of equity and diversity measures and release the response to the public

8) Hold/Facilitate an annual public forum to allow citizen to respond to the "Report Card" information

9) Assist in addressing concerns of citizens regarding equity and diversity issues

10) Act as vocal advocates for Human Rights on all levels - local, national and international

11) Ensure communication and involvement between the City and the community

12) Reach out to the rest of the world on equity issues and immigration

Related to Self Education:

The Committee shall keep itself informed about:

- Other cities' equity endeavours
- Latest /Most current employment practices
- Various services
- Individuals and organizations who deal with equity and diversity programs

COMPOSITION OF THE COMMITTEE

(updated August 26, 2002; October 29, 2008; November 5, 2008; November 19, 2008)

The Selection Committee of Council shall seek applications on behalf of the Committee and appoint fifteen (15) members as follows:

- The Mayor as an ex officio member
- Two City Councillors, one to be appointed as Chairperson by Council
- The Chief Administrative Officer (CAO) or designate
- Seven to nine individuals from among target group communities, with the broadest possible representation
- One representative each from the Provincial and Federal Governments

TERMS OF APPOINTMENT

The Mayor and the Chief Administrative Officer are appointed by virtue of office.

Councillor Appointments

- Appointed for a one-year term at Council's Organizational Meeting in November of each year

Citizen Appointments

(updated August 26, 2002)

- Alternating two-year terms
- Term starts the date of appointment by Council
- No member shall serve more than six (6) consecutive years.

MEMBERSHIP CHANGES - Resignations Replacements, Vacancies

1) Members may resign at any time upon written notice to the Committee and City Council.

2) A member who does not attend three (3) consecutive meetings without an approved leave of absence by the Committee shall be deemed to have resigned.

3) Executive Policy Committee may remove any citizen member for just cause after consultation with and the recommendation of the Committee.

4) Appointments to fill vacancies shall be recommended by Executive Policy Committee for approval by City Council for the unexpired portion of any term of office.

5) Vacancies shall be filled using resumés retained on file from September Boards and Commissions applications, and through new advertising, in accordance with the Committee's mandate to support equity and diversity objectives.

CHAIRPERSON DUTIES

Amended January 22, 2007; September 24, 2008

There shall be one Chairperson (Council Member) and one Vice-Chairperson (Citizen Member) appointed as follows:

The Chairperson is a member of Council appointed at the annual Organizational Meeting of Council (November of each year), for a 1-year term.

The Citizen Member Vice-Chairperson is selected by the Committee in January of each year, for a one-year term.

The role of the Chairperson is:

- to approve agenda items for meetings
- to call meetings to order
- to maintain order
- to state all motions, to put them to a vote and announce the results of voting
- to be ex-officio on any sub-committees
- to have signing authority based on audit and other policies and procedures of the City

The role of the Vice-Chair is

- to represent the Committee at public functions when necessary.
- To assume duties of the Chairperson in the absence of the Chairperson
- Other duties….

SUB-COMMITTEES

The Committee may appoint sub-committees or working groups as it deems necessary.

(Note: A "working group" differs from a sub-committee in that it may be comprised of non-members, whereas a Sub-Committee is comprised solely of Committee members.)

MEETINGS AND PROCEDURES

Note: All Ad Hoc Committee meetings are governed by Council's Procedure By-law No. 50/2007.

- Meetings are held a minimum of once per month, but are prorogued in July and/or August. In a year where a General Municipal Election occurs, meetings are prorogued in October.
- A minimum of ninety-six (96) hours notice of a regular meeting shall be provided to each member.
- Special meetings may be called by the Chair or by request of any three members of the Committee.
- A quorum is a majority of members (½ plus one member).
- Meetings are only to be held at locations accessible to members and guests with disabilities.

VOTING

- All members have a vote at each meeting.
- A tie vote deems that a motion or decision is defeated.
- A member who may be in a conflict of interest situation is required to declare such conflict and abstain from voting and not participate in the discussion of that issue.

ADMINISTRATIVE SUPPORT

- The Outreach Coordinator, Citizen Equity Outreach Office, acts as a contact person to liaise with the Citizen Equity Committee.
- A staff member of the City Clerk's Department is assigned to clerk the Committee meetings.

BUDGET

On April 25, 2001, Council set the budget for the Committee (and other Ad Hoc committees) at $69,000.00 per annum commencing in January, 2002 and directed that a maximum of $40,000.00 out of the $69,000.00 be allocated for each independent contractor hired in a coordinator capacity.

The budget is prepared by the Outreach Coordinator, approved by the Committee and submitted to City Council for approval with the Committee's report. The budget contains the following items:

Operational

Out-of-pocket expenses of members

- transportation to attend meetings
- parking while attending meetings
- other expenses as approved.

Expenses related to informing the public, City employees, and Committee members on equity and diversity issues. Examples are:

- public consultations
- production, printing and distribution of pamphlets and documents
- attending conferences and workshops
- membership in relevant organizations
- purchase of educational materials relevant to equity and diversity issues

Administrative

- administrative support for the Committee (either City of Winnipeg delegated staff or by a contract administrator(s)).

AMENDMENTS

- The Committee shall review these terms of reference annually.

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Last Update:
November 2007
September 24, 2008
November 5, 2008
November 19, 2008