Agenda - Council - November 26, 2003

Report - Executive Policy Committee - November 19, 2003

Item No. 4 Access Advisory Committee - Contract of Committee Coordinator File CR-3

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On November 19, 2003, the Executive Policy Committee submitted the following to Council:

1. That the City of Winnipeg enter into an agreement to hire Ms. Kathy Taylor-Hallick, in the capacity of an independent contractor, to provide administrative support services to The Access Advisory Committee, as follows:

    A. The contract be a one-year duration commencing January 1, 2004 to December 31, 2004.

    B. The fee for service be $40,000.00 per annum all-inclusive, utilizing funding from the existing Access Advisory Committee budget allocation.

2. That the City Solicitor/Manager of Legal Services be instructed to prepare the necessary contract between The City of Winnipeg and Kathy Taylor-Hallick.

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

Report - Executive Policy Committee - November 19, 2003

DECISION MAKING HISTORY:

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On November 19, 2003, the Executive Policy Committee passed the following motion:

WHEREAS on July 16, 2003, the Executive Policy Committee authorized the Human Resource Services Division to proceed with the process of recruiting a Committee Coordinator for The Access Advisory Committee, inasmuch as the current coordinator has resigned from her contract;

AND WHEREAS a Hiring Committee reviewed the applications for this position and recommends that Ms Kathy Taylor-Hallick be hired as the new Access Advisory Committee Coordinator;

AND WHEREAS Ms Kathy Taylor-Hallick has tendered her resignation as a citizen member on the Access Advisory Committee effective December 31, 2003;

THEREFORE BE IT RESOLVED:

I. That the City of Winnipeg enter into an agreement to hire Ms Kathy Taylor-Hallick, in the capacity of an independent contractor, to provide administrative support services to The Access Advisory Committee, as follows:

   A. The contract be a one-year duration commencing January 1, 2004 to December 31, 2004.

   B. The fee for service be $40,000.00 per annum all-inclusive, utilizing funding from the existing Access Advisory Committee budget allocation.

II. That the City Solicitor/Manager of Legal Services be instructed to prepare the necessary contract between The City of Winnipeg and Ms Kathy Taylor-Hallick.

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

and submitted the matter to Council.

JOB DESCRIPTION

Position: **Administrative Assistant**
Contract Position: $40,000.00 per annum

Reports to: **Access Advisory Committee**

Position Mandate:

Reporting to the Access Advisory Committee through the Chairperson, the Administrative Assistant is responsible for: establishing and promoting Access programs and initiatives approved by the Committee; stimulating a civic interest in Access awareness issues and activities; outreach promotion and liaison with community and resource groups; maintaining research and reference material relative to Access issues and programs; administrative activities related to the function of the Committee.

Major Duties and Responsibilities:

Establishes and maintains systems designed to evaluate and monitor the ongoing progress of the City in relation to improving accessibility within existing and proposed municipal properties, information and services.

Assists in the planning, development and delivery of programs approved by the Access Advisory Committee relative to increasing both public and internal awareness relative to access issues.

Establish and maintain effective working relationships with City of Winnipeg Management and Staff, and with Community/Interest Groups and relevant organizations and resources, to promote the objectives and programs of the Access Advisory Committee.

Prepares and makes presentations, workshops and seminars regarding the objectives of the programs of the City of Winnipeg Access Advisory Committee.

Prepares and makes presentations, workshops and seminars regarding the objectives of the programs of the City of Winnipeg Access Advisory Committee.

Conducts relevant research as required by the City of Winnipeg Access Advisory Committee, including the acquisition and maintenance of relevant literature, study results and other current information, on access issues.

Reviews correspondence received by the office of the City of Winnipeg Access Advisory Committee and prepares replies for the Chairperson as required.

Assists in the preparation of reports, special task assignments, etc.

Performs other related duties, as required.