Minute No. 518
Report – Executive Policy Committee – September 17, 2019

Item No. 6 Delegation of Authority to the Chief Administrative Officer (or delegate) to enter into Agreements on Behalf of the City of Winnipeg for Volunteer Work Experience

COUNCIL DECISION:

Council concurred in the recommendation of the Executive Policy Committee and adopted the following:

1. That authority be delegated to the Chief Administrative Officer (or delegate) to negotiate and approve the terms and conditions of all volunteer work placement agreements with organizations, in accordance with this report and such other terms and conditions deemed necessary by the Director of Legal Services and City Solicitor to protect the interests of the City.

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

Report – Executive Policy Committee – September 17, 2019

DECISION MAKING HISTORY:

Moved by His Worship Mayor Bowman,

That the recommendation of the Executive Policy Committee be adopted by consent.

Carried

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On September 17, 2019, the Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service and submitted the matter to Council.

ADMINISTRATIVE REPORT

Title: Delegation of Authority to the Chief Administrative Officer (or delegate) to enter into Agreements on Behalf of the City of Winnipeg for Volunteer Work Experience

Critical Path: Executive Policy Committee - Council

AUTHORIZATION

Author	Department Head	CFO	CAO
R. Forgues	M. Jack	N/A	M. Ruta, Interim CAO

EXECUTIVE SUMMARY

On November 25, 2009, Council concurred in the recommendation of the Executive Policy Committee to endorse in principle the Aboriginal Youth Strategy Implementation and Performance Measurement Plan for City of Winnipeg Aboriginal youth-focused programs and services, which included an Aboriginal Youth Recruitment Model.

As a result, the Indigenous Relations Division (IRD) has worked with several community organizations and civic departments since then to give Indigenous youth unpaid work experience in a variety of areas. Work experience participants are typically placed in clerical roles, assisting with basic administrative tasks; they also often shadow City of Winnipeg employees and participate in staff meetings and community events. These opportunities provide Indigenous youth the chance to meet program requirements to graduate and obtain essential experience in a professional work environment.

Some programs have recently requested a formalized student learning plan to be developed and approved by organizations hosting these work experiences. The approval process included signing a plan/agreement and having the authority delegated to the Chief Administrative Officer (or delegate), allows IRD to facilitate these learning plans in a timely manner.

RECOMMENDATIONS

1. That authority be delegated to the Chief Administrative Officer (or delegate) to negotiate and approve the terms and conditions of all volunteer work placement agreements with organizations, in accordance with this report and such other terms and conditions deemed necessary by the City Solicitor/Director of Legal Services to protect the interests of the City.

2. 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

Council approval is required to delegate authority to the Chief Administrative Officer (or delegate) to conduct matters as described herein.

IMPLICATIONS OF THE RECOMMENDATIONS

These agreements would allow for Indigenous citizens, primarily Indigenous youth, to gain volunteer work experience at the City of Winnipeg.

HISTORY/DISCUSSION

Oshki Annishinabe Nigaaniwak, the City of Winnipeg's Indigenous Youth Strategy, was approved by City Council in 2008; its mission, is to give Indigenous youth (ages 15-30) positive opportunities in the community and civic system by bridging and providing culturally appropriate programs and supports related to employment, literacy and recreation to increase resiliency, self-sustainability, pride and future opportunities.

The internal stream of Oshki Annishinabe Nigaaniwak includes providing opportunities for Indigenous youth to gain exposure to the civic system so that they may consider career opportunities with the City of Winnipeg.

The success of work placements through Oshki Annishinabe Nigaaniwak led the Indigenous Relations Division to support requests from Indigenous individuals who do not meet the age criteria of Oshki Annishinabe Nigaaniwak.

Since 2013, the Indigenous Relations Division (IRD), has facilitated and/or hosted over 25 unpaid work placements within the civic system with several community-based organizations and post-secondary institutions for Indigenous individuals to help them meet program requirements to graduate and obtain essential experience in a professional work environment. At least 3 of these work placements led to paid employment with the City of Winnipeg.

Recently, some of the program partners have requested that a formalized student learning plan be developed and approved by organizations hosting these work experiences (including the City of Winnipeg).

The Indigenous Relations Division has developed formal agreements with the assistance of the Legal Services Department to address liability issues, insurance requirements, and outlines other rules and obligations which organizations must follow. By delegating the authority to approve these agreements to the Chief Administrative Officer (or delegate), IRD will be best able to facilitate these learning plans in a timely manner.

FINANCIAL IMPACT

Financial Impact Statement **Date:** August 20, 2019

Project Name:

Delegation of Authority to the Chief Administrative Officer (or delegate) to enter into Agreements on Behalf of the City of Winnipeg for Volunteer Work Experience

COMMENTS:

There is no financial impact associated with the report recommendations.

original signed by
Tanis Yanchishyn, CPA, CA
Manager of Finance (Campus)
Corporate Finance Department

CONSULTATION

This Report has been prepared in consultation with:

- N/A

OURWINNIPEG POLICY ALIGNMENT

Quality of Life, 03-1 Opportunity:

- Direction 3 – Work with Community Partners to foster an inclusive and equitable community.
- Direction 6 – Foster opportunities for Indigenous Winnipeggers, particularly youth, to obtain meaningful employment by building on current civic practices, processes and community partnerships.

SUBMITTED BY

Department: Chief Administrative Offices
Division: Indigenous Relations
Prepared by: R. Forgues
Date: August 20, 2019