Appendix C

Canadian Cities Comparison & FTE Position Summary

The Human Resource Services Department currently has one position designated to specifically meet the needs of EDI programming at the City of Winnipeg. This position receives strategic oversight from the Senior Manager, Corporate Human Resources and the Director of Human Resource Services. This is substantially inadequate for the extensive amount of work required to assess, review, create and deliver a new corporate-wide EDI Policy & Strategy for an organization with over 10,000 employees in a Capital city in Canada.

Comparable Canadian Cities:
A review of various provinces in Canada as well as local government/Crown Corporations was completed to assist in determining the appropriate level of FTE and budget resources needed to support a new EDI Policy & Strategy.

City	**Budget (approx.)**	**# EDI FTE**	**# City Staff (combination of FT& PT FTE's)**
Winnipeg	$465,721 over 5 years (**Proposed**)	2 (**Proposed**)	10,500
Edmonton	TBD	8	12, 178
Calgary	$2.3 Million	8.5	13,121
Ottawa	$3.1 Million	9	17, 578
Toronto	$47.5 Million for all People & Equity (majority of HR services including Anti-Racism and Equity) Breakdown for Equity TBD with reorganization	Currently 5 FTE's with an additional 12 coming from a reorganization	56,610
Vancouver	In process of consolidating budgets will be finalized for 2022 budget that has not yet been approved.	4	7,936

Appendix C

Manitoba Public Insurance	$100,000	1 with more being assigned from MPI's Talent Acquisition division	1,800
Province of Manitoba	Diversity unit salaries and programs: $461,500 Internship, Equity, Employee Development Programs: $2,060,000 Leaders in Training Program $1,627,000 Career Gateway Program: $433,000	4.5	15,000

In addition to the one EDI resource currently in place at the City of Winnipeg, Human Resource Services is requesting an additional 5 FTE's to support the creation of a new Equity Office (combination of new and existing resources). A summary of each new position is provided below.

1. **NEW - Manager, Equity Office (1 FTE – proposed for 2022 budget)**

The Equity Office Manager will lead a team of four, including one Sr. EDI Coordinator, two EDI Coordinators, and one EDI Assistant. They will work with the public service, community partners, stakeholders, and Rights holders to actively challenge the status quo, advance equity-driven organizational change, and build a culture of shared responsibility among all employees, leaders, elected officials and unions to foster equity, diversity and inclusion. The Manager will lead all EDI activities, with support of the Senior Manager, Corporate Human Resource Services and Director, Human Resource Services, making connections with other cities, key EDI leadership in the community and educational community. This role will direct reporting of sustainable

progress for data-informed strategic actions in alignment with the City of Winnipeg's EDI Policy & Strategy and other human rights related strategies.

The Manager will lead the development, planning and implementation of integrated, equity-driven actions with department staff, will provide direction, advice and support to departments to assist with their initiatives. They will help provide the tools for designing programs, equity-driven decision-making, and governance processes for the City of Winnipeg. This will include a priority focus on organization-wide projects/programs such as Anti-Racism & Anti-Oppression, Women and Gender Equity, and Indigenous Reconciliation, and a review city processes to identify systemic issues with existing HR practices and create new policy/procedures.

2. **NEW - Coordinator - Employment Accessibility (1 FTE – existing FTE)**

The Employment Accessibility Coordinator's area of focus will be on employment systems review for City-wide recruitment, training and education pertaining to bias free selection, review / development of entry level position job requirements and assessments, aiding in the development and support on departmental-specific equity strategies, and the analysis, reporting and evaluation of employment-based programs and targets across the organization. The Employment Accessibility Coordinator will be responsible for ensuring the City fulfils the requirements set out within the government's legislated Accessibility for Manitoban's Act (AMA) pertaining to the workplace and environment, and employment-related requirements of other fundamental principles enshrined in human rights legislation, declarations, accord, charter and by-laws as outlined in the EDI Policy. The position will support departments as needed with priorities and make recommendations where needed to address issues in the workplace or make improvements to help achieve greater operational excellence and full inclusion.

3. **NEW - Coordinator – Community Partnerships (1 FTE – proposed for 2023 budget)**

The Community Partnerships Coordinator will be responsible for all community outreach for the EDI branch (employment agencies, universities, associations, community groups etc.). The Coordinator will be a representative for the public service on various internal and external committees (HRCC, poverty reduction, homelessness etc.) where their role will be to move forward the work and visibility of the City's commitment to EDI. In addition, this Coordinator will be responsible for the coordination of City's Anti-Racism events and education activities in cooperation with Employee Development, as well as the planning and coordination of the EDI Awareness Series in collaboration with the Employee Resource Groups. This role will support departments by promoting community connections to new organizations that will help strengthen EDI programming and the recruitment of equity group members at the City of Winnipeg.

4. NEW - (HRIS) Data & Reporting Analyst - (1 FTE – existing FTE)

The Human Resource Information System (HRIS) Data & Reporting Analyst will report to the Manager of Human Resources Information System (HRIS) & Research and will lead the design, development and production of the EDI Policy & Strategy reporting, electronic design for PeopleSoft, developing a tool to measure and report on the City's EDI programming, and leads monthly and annual diversity metrics. This position sources, compiles and interprets key business financial, operational and statistical data, performs analyses to demonstrate workforce and organizational capabilities pertaining EDI and reports results via presentations, diversity dashboard and reports to senior management, HRCC, EPC, and Council. This position will work with the PeopleSoft team to reconfigure or use the system to support departmental priorities and activities. This position will be responsible to assist with media requests for information, and leading system changes for reporting or enhancing HRIS programs to assist departments and the Equity Office with studying current state, monitoring progress and reporting on outcomes.

5. NEW - EDI Administrative Assistant – (1 FTE – existing FTE)

Reporting to the Manager, the EDI Administrative Assistant will work alongside the EDI Team to ensure that all division administrative tasks are managed and tracked. This includes ensuring that requests are monitored and responded to, coordinating schedules, booking meeting rooms, assisting the public, employees, and customers with requests for information or requests. This position will attend meetings to take minutes for the division, coordinate priorities, and provide materials as required. The position will be responsible for liaising with other internal city department teams and external parties tracking reports, and assisting with responding to media, Council, internal and external inquiries, as necessary.