**Agenda – Executive Policy Committee – June 12, 2023**

Moved by Councillor

That Rule 10(3) of The Procedure By-law No. 50/2007 be suspended in order that the following item, which was received less than four business days preceding the committee meeting, be considered by Committee.

## ADDENDUM REPORTS

**Item No. 18 Human Rights Committee of Council – 2022 Workforce Diversity Report**

COMMITTEE RECOMMENDATION:

On May 12, 2023, the Human Rights Committee of Council concurred in the recommendation of the Winnipeg Public Service and received the report as information.

DECISION MAKING HISTORY:

COMMITTEE RECOMMENDATION:

On May 12, 2023, the Human Rights Committee of Council concurred in the recommendation of the Winnipeg Public Service and received the report as information.

David Grant submitted a communication with respect to the matter.

COUNCIL DECISION:

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

1. That the Council decision of February 27, 2020, be amended, and the Winnipeg Public Service be directed to provide the Diversity Report to the Human Rights Committee of Council annually by the end of the second quarter.

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

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On March 16, 2022, the Executive Policy Committee concurred in the recommendation of the Human Rights Committee of Council and submitted the matter to Council.

COMMITTEE RECOMMENDATION:

On February 9, 2022, the Human Rights Committee of Council recommended to the Executive Policy Committee and Council:

WHEREAS on February 27, 2020, Council adopted a motion directing the Winnipeg Public Service to report back to the Human Rights Committee of Council annually by March of each year regarding the previous year's Annual Diversity Report.

AND WHEREAS pertinent data and information required for the Diversity Report is consolidated and becomes available in the month of March.

THEREFORE BE IT RESOLVED that Council be requested to amend its February 27, 2020 decision, and direct the Winnipeg Public Service to provide the Diversity Report to the Human Rights Committee of Council annually by the end of the second quarter.

DECISION MAKING HISTORY (continued):

COUNCIL RECOMMENDATION:

On February 27, 2020, Council concurred in the recommendation of the Executive Policy Committee and adopted the following:

1. That the Diversity Report be received as information.

2. That the Public Service report back annually by March of each year to the Human Rights Committee of Council.

3. That the Proper Officers of the City be authorized to do all things necessary to implement the ongoing annual Diversity Report and r

# ADMINISTRATIVE REPORT

**Title:** 2022 Workforce Diversity Report

**Critical Path:** Human Rights Committee of Council – Executive Policy Committee – Council

## AUTHORIZATION

| Author | Department Head | CFO | CAO |
|---|---|---|---|
| D. Burelle/ B. West | A. Cusson | N/A | M. Jack |

## EXECUTIVE SUMMARY

The City of Winnipeg (City) is committed to achieving a diverse workforce representation, reflective of the community it serves, at all levels of the organization. The purpose of the 2022 Workforce Diversity Report is to share progress on the strategic priorities the City of Winnipeg has undertaken and will continue to undertake in support the of the Equity, Diversity and Inclusion (EDI) Policy and Strategy goals.

The 2022 Workforce Diversity Report focuses on six equity groups: Indigenous Peoples, Racialized Peoples, Women, 2SLGBTQQIA+ Peoples, Persons with Disabilities, and Newcomers. These six equity groups are not mutually exclusive, recognizing intersectionality may occur within each. Consequently, employees may self-declare in more than one equity group and this fact is considered in the Public Service's analyses on intersectionality.

The 2022 Workforce Diversity Report demonstrates that approximately 10,300 employees[1] were employed by the City in 2022. As demonstrated in **Table 1 – Appendix A**, the data shows a slight increase in representation for Indigenous Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples, Newcomers and Intersectional groups, and a slight reduction for Women and Racialized Peoples from 2021 levels.

The City launched a self-declaration campaign in September 2021 with the goal of working toward achieving a 65% response rate. At the time of this report, the response rate is 41.7%. The City continues to promote completion of the self-declaration questionnaire and is working with Departments to assist in meeting its goal. It is important to note that self-declaration is voluntary, and therefore based on the City's current completion rates its statistics do not fully reflect the actual workforce diversity at the City.

The Equity Office and Innovation and Technology partnered in the creation of the Diversity Dashboard in 2021 and it went live in 2022. The Diversity Dashboard is an electronic data dashboard which is available to all departments to show current people demographics in each department and is used to assist with gap analyses both organization-wide, and by department.

[1] All data is based on reporting as of December 31, 2022. This data includes employees who are actively employed; on a paid leave of absence; on leave without pay; and laid off.

The data collected, can be used for further analyses on disaggregated data (i.e., the diversity within each equity group). This can be used to inform workforce representation goals for each equity group, for each Department.

Human Resource Services and the Equity Office continue to communicate the importance of the Self Declaration Questionnaire and will help departments to develop strategies to increase participation within departments that have many field staff; this employee group has the largest number of missing disclosures. This data and the Diversity Dashboard will be used to inform the Public Service and will allow decision makers easy access to information; it will increase transparency, and provide an even greater level of accountability to fulfill the City's commitments to EDI. Plans are also underway to post aggregate diversity statistics on the City's Open Data Portal later in 2022 so the public will have access to current city demographics information as well.

## RECOMMENDATION

1. That this report be received as information.

## REASON FOR THE REPORT

On February 27, 2020, Council directed the Public Service to report back on workplace diversity each year to the Human Rights Committee of Council. On September 29, 2021, Council approved the creation of the Equity Office, the EDI Policy and Strategy and the Diversity Dashboard, including a requirement to report back annually on the matter.

## IMPLICATIONS OF THE RECOMMENDATION

There are no implications arising from receiving this report as information.

## HISTORY/DISCUSSION

### 2022 Workforce Analysis

The Tables referenced throughout this Administrative Report are available in Appendix A.

Approximately, 10,300 employees were employed by the City in 2022. As demonstrated in **Table 1**, workforce diversity representation continues to see some gains and some losses against the available labour force and total populations. The data shows a slight increase in representation for Indigenous Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples, Newcomers and Intersectional group, and a slight reduction for Women and Racialized Peoples from 2021 levels. Details are as follows:

- Indigenous Peoples represent 11.29% of the workforce, a 0.19 percentage points (PP) increase from 2021. This level of representation exceeds that of the 2021 labour force by 1.28 percentage point (PP).
- Racialized Peoples represent 16.29% of the workforce, a 0.08 PP decrease from 2021. The gap from labour force population and total population are 9.36 and 17.61 PP, respectively.

- Women represent 26.91% of the workforce, a decrease of 1.32 (PP) from 2021. The gap from labour force population and total population are 20.86 PP and 23.68 PP, respectively.
- Persons with Disabilities represent 4.99% of the workforce, a 0.50 PP increase from 2021. The gap from labour force population and total population are 26.79 PP and 29.26 PP, respectively.
- 2SLGBTQQIA+ Peoples represent 2.80% of the workforce, an increase of 1.30 PP from 2021. According to Statistics Canada, Canada is home to approximately one million people who are 2SLGBTQQIA+, accounting for 4% of the total population aged 15 and older in 2018.
- Newcomers represent 0.62% of the workforce, an increase of 0.31 PP from 2021. Based on data from the Manitoba Bureau of Statistics, Newcomers represent approximately 5.26% of the Manitoba population as of December 31, 2022.
- Intersectional Group, ex: person with two or more equity group identities, represents 12.18% of the workforce, an increase of 0.96 PP.

Please note that the total population of both Indigenous Peoples, Racialized Peoples and Newcomers are expected to continue to increase. The Infrastructure Planning Office released a report in September of 2018 titled “City of Winnipeg Indigenous Peoples Highlights: 2016 Canadian Census.” This report pointed out that “the Indigenous population in Manitoba and the City of Winnipeg is one of the fastest growing demographics.” The report can be found under Economic Resources on winnipeg.ca. Further, the Community Trends and Performance Report 2022 states that “Winnipeg’s population growth is primarily driven by international immigration which has steadily increased since the early 2000s.” In fact, the Federal Government has set the immigration levels plan which includes 465,000 permanent residents in 2023, 485,000 in 2024 and 500,000 in 2025. This creates an opportunity for employers to engage with this important labour market group.

**2022 Workforce Report Structure:**
For reporting purposes, the workforce report has been separated into three service categories:

1. Emergency Services;
2. Transportation and Utilities; and
3. All Other City Services.

The nature of work is similar within each category and each service category experiences unique challenges in hiring and retaining diverse employees. As demonstrated in **Table 2**, each service category has seen positive increases in representation amongst most of the equity groups with statistics from 2021. There are some exceptions: Racialized Peoples in both Transportation and Utilities and Emergency Services, Indigenous Peoples in Transportation and Utilities, and Women, in all three service categories, are all down.

Exploring the workforce by service category is only one way to look at diversity representation. This report shows several more ways, including further analysis by Employment Equity Occupational Group (EEOG) that show labour force availability are outlined in Appendix C.

**Table 3** demonstrates that equity groups tend to be under-represented as Permanent Employees and over-represented as Part-time / Casual employees within the organization. This trend is particularly pronounced for the Women and Intersectional equity groups. Indigenous Peoples are over-represented in the “Other employment” status category which encompasses seasonal, temporary and contract workers.

**Table 4** demonstrates median salaries across the organization. Salaries for most employees are laid out in collective agreements and are therefore standard for all employees. However, equity groups do lag behind overall median salary levels in most cases. The Newcomers group has the lowest median salary in all instances.

**Table 5** highlights salary quintiles, which are five equally distributed groupings of approximately 20% of employees per quintile, to show workforce diversity representation in various salary ranges. Equity groups are less represented in the upper salary ranges.

**Table 6** demonstrates representation at the levels of senior and middle managers, according to Employment Equity Occupation Groups. While some small gains were made, all equity groups are under-represented in managerial roles. This will continue to be an area of focus.

**Table 7** shows the representation by age group. In general, the younger age groups are closer to being equitably representative than the older age groups, except for Persons with Disabilities. A notable statistic shown here is how the percentage of women is down again in 2022.

**Chart 7a** provides another interpretation of the data in **Table 7**: as a Population Pyramid based on counts. Population Pyramids are typically used to compare the age and sex of a population, but here it demonstrates a simplified gender distribution by age. What is shown is that the *number* of women remains relatively stable until the two oldest age ranges, then their *representation* decreases because the numbers of *other* employees increases. This analysis shows the value of exploring the City's diversity measures in different ways.

**Table 8** shows representation of hires. In 2022, there were small gains for Indigenous Peoples, 2SLGBTQQIA+ Peoples, Persons with Disabilities and Intersectional employees, and lower hiring rates for Racialized Peoples, Women and Newcomers. This speaks to the need to review the City's recruitment activities so the Public Service can understand the number of equity candidates who apply and how they progress through the existing process.

Based on current City workforce representation, **Table 9** shows that the rates of voluntary departures are disproportionately high for Racialized Peoples, Women, and Intersectional employees. Involuntary departures are trending upwards in all equity groups except for Racialized Peoples. This table demonstrates a need to focus on the City's retention efforts. Options such as: flow data collection, focus group information gathering and/or exit interview reports are needed to understand how equity candidates move through the employment life cycle and why they are leaving the organization.

## Equity Office

The Equity Office anchors the City's commitment to promoting human rights, accessibility, equity, diversity and inclusion, anti-racism, anti-oppression and cultural competency within the organization. This focus aligns with the City's values of Accountability, Diversity, Respect, Trust and Transparency, the goals of the Corporate Strategic Plan, as well as OurWinnipeg 2045.

The Equity Office also aligns with and supports the Human Rights Committee of Council as well as the following City strategies, policies and administrative standards:

- Indigenous Relations Strategy
- The Newcomer Welcome and Inclusion Policy and Strategy
- The Poverty Reduction Strategy
- French Language Services
- The Universal Design Policy

- The Respectful Workplace Administrative Standard
- Job Accommodation, Accessibility and Return to Work
- Social and Sustainable Procurement

**Equity Office Resources and Staffing**

Some progress has been made to appropriately resourcing the Equity Office Manager position was recruited and started on September 19, 2022. There is currently funding for a 0.6 Administrative Assistant who started on April 25, 2023. In 2022, a temporary source of operational funding was transferred to the Equity Office from within the Human Resources budget to provide $75,000 of interim Equity Office funding. Operating dollars and two additional FTEs were requested when the EDI Strategy was approved in 2021. Ongoing funding and FTE support is still needed to support additional work in the Equity Office. The EDI Strategy and Policy will be reviewed in 2023 to align with existing resources assigned to the Equity Office.

**Creating a foundation for success**

The Equity Office governance model was an area of focus in 2022 and is now complete in 2023. It will be shared within the organization in 2023. It is being designed for timely consultation and collaboration with internal and external stakeholders, and Indigenous rightsholders on EDI Strategy implementation. It provides information on the upcoming EDI Leadership Committee, the structure of Professional Equity Networks, and terms of reference. The Governance model is attached as Appendix D.

**Equity, Diversity and Inclusion (EDI) Policy and Strategy**

Foundational EDI strategic actions are outlined in the strategy document. The Equity Office currently supports work across the City in three main areas; (1) Employment Programs, (2) Employee Education, and (3) Workforce Demographics. A review of the EDI Policy and Strategy will occur in 2023 to align priorities with the available resources.

EDI Policy and Strategy accomplishments for 2022 include:

**Self-Declaration Questionnaire:**

The launch of the new self-declaration questionnaire (SDQ) in September 2021 has resulted in a 41.7% participation rate. The goal is to achieve a questionnaire response rate of 65% or more from all City employees. The Public Service will continue to promote the SDQ organization-wide, ensuring each employee has an opportunity to self-declare so that more fulsome analyses can be done. Employees may voluntarily self-declare or indicate that they have chosen to not participate at this time. There is difficulty reaching field staff that do not have electronic access to the survey. The Equity Office will continue to work with departments to assist.

The SDQ also collects more disaggregated data (see Appendix B). The disaggregated data will be analyzed once the Equity Office has gathered sufficient data and will help the City plan for equitable diversity representation.

**End of 2022 Demographics:**

A complete view of the current state will help City departments to set meaningful goals to achieve equitable diversity representation of the six under-represented equity groups: Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples, and Newcomers. These workforce analyses will also inform the EDI Strategy

implementation to support department-specific employment program development, employee education, and demographics improvement or disclosure.

**Diversity Dashboard:**

To conduct comprehensive and accurate workforce analyses, a cross-functional Diversity Reports Working Group (DRWG) has developed the Diversity Dashboard to automate reporting and to get real-time information into the hands of the departmental leadership for timely decisions on EDI plans. The Diversity Dashboard is very important as it provides transparent accountability that will ultimately contribute to creating a diverse Public Service that will provide responsive products, programs and services to Winnipeggers.

Presentations were made to the former Standing Policy Committee on Innovation and Economic Development Committee, the Human Rights Committee of Council, and to City Department Leaders and HR Leaders throughout 2022.

An important note: On April 20, 2023, the DRWG received the Chartered Professionals in Human Resources (CPHR) Manitoba's Ascent Award for the Diversity Dashboard at the 2023 HR Excellence Awards.

**EDI Employment Programs:**

EDI Employment Program support includes pre-employment, bridging, supported and internship programs that further the City's EDI goals. The Equity Office supports key department initiatives, this includes: the Winnipeg Fire and Paramedic Services (WFPS) Diversity and Equity Fire Training (DEFT) Program, which is a bridging program that prepares diverse candidates for a career as a Firefighter. The first class was successful, and 16 students graduated in 2022. The second class with 15 students is currently underway and started in September 2022. The Equity Office continues to support this important work, along with Community Development and Indigenous Relations, in determining a sustainable plan for ongoing DEFT offerings.

An important note: On April 20, 2023, Winnipeg Fire Paramedic Service received the CPHR Manitoba's Impact Award for the DEFT Program at the 2023 HR Excellence Awards.

**Workplace Cultural Assessment – Partnership with University of Manitoba and Mitacs:**

Another foundational EDI strategic action is the City of Winnipeg's Workplace Cultural Assessment. It was concluded in 2021-22 in collaboration with the University of Manitoba and co-funded by Mitacs. The first phase of this work included focus group sessions with 56 equity group employees and 12 union leaders in the fall of 2021. An Executive Summary Report was presented to the CAO and other Department leaders. Key findings were also shared with the identified department Directors and their HR teams for their consideration and/or action. The findings of these focus group sessions were used by the Equity Office to help create the questions for the City-wide Employee Engagement and Organizational Culture Survey which was sent to all City employees in late 2022. The Equity Office wishes to express deep gratitude for the contributions from these equity group employees and City of Winnipeg union leaders.

**Professional Equity Networks:**

Professional Equity Networks (PENs, formerly Employee Resource Groups) are another priority within the EDI Strategy. PENs provide valuable opportunities for City staff to meet, collaborate, discuss items of interest, and bring forward issues to the Equity Office and City Administration for support as needed. Three PENs are now in place as of 2022. The Indigenous Employee

Group (IEG is in place and will transition from Indigenous Relations Division to the Equity Office PEN structure in 2023), the Women at Work Committee, and the 2SLGBTQQIA+ Committee are also actively meeting. There are three more PENs scheduled to participate in 2023/2024.

**Learning and Development:**

In 2022 The Equity Office continued with the key education partnership with the Human Rights Committee of Council and the Awareness and Action Speaker Series. Fourteen Education sessions were offered to City of Winnipeg employees, as well as the general public. Most sessions are still available online the City of Winnipeg's Learning and Events webpage at winnipeg.ca. Further details are explored in the Awareness and Action Series Update Report submitted to the Human Rights Committee of Council at the March 27, 2023, meeting.

By the end of 2022, the Equity Office finalized the Anti-Racism, Anti-Oppression and Cultural Competency mandatory training, also called the Journey to Inclusion Training Series, which was done in partnership with Trip Wire Productions and the core EDI teams at the City of Winnipeg. This training series was created and hosted by Afro-Indigenous Author, Educator and Advocate, Tasha Spillett-Sumner in collaboration with Winnipeg based community members and City of Winnipeg employees with lived expertise – academically, professionally, personally and communally. The project was a collaboration of expertise in the Public Service between the Equity Office, Community Development Division of Community Services, and Indigenous Relations Division. This project took nearly two years to complete. It is a three-part series which includes (1) Impacts of Colonialism, (2) Origins of Race and Racism (3) Anti-Racism, Anti-Oppression and Cultural Competency, which was launched in March 2023. Employees will have until December 2024 to complete this mandatory learning.

**Employee Resources:**

Education and learning will continue to be an important area of focus for the Equity Office. The Equity Office promoted all webinars and community of practice events offered by the Canadian Centre for Diversity and Inclusion, and Pride at Work in the EDI Event Calendar (approximately 50 with many offered in French in addition to English).

Lunch and learn events hosted by the PENs are also an important component of the Awareness Series of the EDI Education and Training Framework.

In addition, the Diversity section of the Employee Development Resource Library currently has 235 resources for leaders and employees to continue their learning and development. Adding Accessibility increases the number of resources to 249.

HR Services continues to support the Equity Office's work and the Employee Development Team has been an important partner in creating, delivering and reporting on employee education opportunities.

**Community Relations and Outreach:**

The Equity Office continues to build important relationships as it creates EDI employment programs, public and employee education and awareness, and as it further collaborates with the Human Rights Committee of Council, Community Development Division of Community Services, Indigenous Relations Division and other community partners to increase representation at the City.

HR Services continues to support the Equity Office's work and Talent Acquisition Services has actively engaged in various outreach initiatives to represent the City, share career information, promote employment opportunities and foster EDI. The City is focused on accessing all segments of the labour market for its workforce needs. These efforts include the following:

- Conducted 23 employment presentations for organizations such as N.E.E.D.S Inc, Opportunities for Employment, University of Winnipeg Aboriginal Student Services Centre, Manitoba Start, Success Skills, Immigrant Centre, Reaching E-Quality Employment Services, and PATH Employability Centre.
- Actively engaged with prospective employees at 17 career fairs throughout the City.
- Participated in PRIDE and supported the 2SLGBTQQIA+ community.
- Supported the Women in Trades Conference, which focused on promoting and encouraging women's participation in non-traditional industries.
- Led three sessions of mock interviews which offered participants the opportunity to practice and enhance their interview skills.
- Community Services and Public Works did the first "in community" job fair event in 2022, 27 candidates were hired in Community Services and 9 in Public Works from low income, newcomer and /or indigenous youth communities.

## FINANCIAL IMPACT

**Financial Impact Statement** **Date:** April 24, 2023

**Project Name:**
**2022 Workforce Diversity Report**

**COMMENTS:**

There are no financial implications associated with receiving this report as information.

*Lioubov Gavrilova-Crozier, April 24,2023*
Lioubov Gavrilova-Crozier, CPA, CA
Manager of Finance & Admin. (Campus)
Corporate Finance Department

## CONSULTATION

This Report has been prepared in consultation with:

- Innovation and Technology Services

## OURWINNIPEG 2045 POLICY ALIGNMENT

**Goal alignment:** Leadership and Good Governance, Economic Prosperity, Health and Well-being, and Social Equity
**Policy alignment:**
**1.7 Equitable Service Access.** Identify and provide access to a base level of municipal services to everyone, directly or facilitated through partnerships. Remove systemic barriers to

participation, based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, physical or mental ability, official language used, citizenship status, socio-economic status, geographic location or climate change vulnerability.

**1.14 Youth Leadership**. Support youth leadership through municipal activities including climate change action, basic needs, community development, recreation, training, work experience, volunteer capacity building, and employment opportunities.

**1.18 Responsive, Representative and Resilient Workforce.** Provide responsive municipal service delivery, through an accountable, informed, qualified, competent, creative, healthy and productive workforce that is representative of the community it serves including the use of equitable, anti-oppression recruitment, training, and retention processes.

**1.20 Succession Planning**

Provide ongoing employment, professional and leadership development opportunities, including for systemically disadvantaged groups, to ensure City service continuity.

**3.3 Economic Research and Innovation**

Facilitate research, innovation, and applied best practices, through partnerships with leading organizations, agencies, institutions and government bodies – to leverage a productive municipal role in local, competitive, and sustainable economic growth.

**3.10 Indigenous Economic Development**. Prioritize support of Indigenous-led opportunities for land, heritage, culture, art, entrepreneurial and tourism-related economic development for the benefit of Indigenous Peoples.

**3.14 Strategic Enterprise Supports**

Adapt municipal procurement criteria to create local employment opportunities for people who face barriers to workforce participation, such as through community benefit agreements and social enterprise.

**3.15 Community Capacity Development**. Support economic agencies, institutions and community development organizations who are providing workforce education and skills development that aligns with emerging, evidence-informed economic opportunities.

**5.4 Reconciliation with Indigenous Peoples**

Prioritize municipal implementation responsibilities within the United Nations Declaration on the Rights of Indigenous Peoples, the Truth and Reconciliation Commission of Canada's Calls to Action and the National Inquiry into Missing and Murdered Indigenous Women and Girls' Calls for Justice.

**5.5 Indigenous Lens**

Develop an Indigenous lens, which recognizes, respects and advances multiple and diverse First Nations, Inuit, and Métis rights, knowledge and perspectives. Apply the lens throughout municipal leadership and governance processes, policies, programs and practices to be inclusive and eliminate elements that knowingly or unknowingly enable the exclusion of Indigenous Peoples.

**5.6 Equitable Service Access**. Welcome and support Indigenous Peoples, newcomers, and those who migrate from rural communities, through strategic collaboration and action that expedites service access and sense of belonging for residents.

**5.7 Community Cohesion**. Promote opportunities for life-long learning and cross-cultural, intergenerational relationship-building, as a means of preventing social isolation, discrimination and racism.

## WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

Consideration was given as to whether this report connects to the Winnipeg Climate Action Plan (CAP), and it was determined that the CAP is not applicable to this specific report.

## WINNIPEG POVERTY REDUCTION STRATEGY ALIGNMENT

The information presented in this report aligns with and advances the Winnipeg Poverty Reduction Strategy (2021 – 2031) as follows:

It embodies the following **Guiding Principles**:

- We will Uphold Human Rights
- We will Honour Relationships and Reconciliation with Indigenous Peoples
- We will Address Systemic Oppression, Trauma and Social Inequity
- We will Promote and Maintain the Welfare of All Residents
- We will Develop Trust and Meaningful Partnerships to find solutions and drive change.

It aligns with the following **Goal and Objective**:

Goal 3: Equity is Embedded in all City Employment and Income Opportunities

1. EDI Policy and Strategy: Implement the recently adopted Equity, Diversity, and Inclusion (EDI) Policy and Strategy aimed at increasing employment opportunities for equity groups in all levels of the organization.

## SUBMITTED BY

Department: Human Resource Services
Division: Equity Office
Prepared by: Diane Burelle, Equity, Diversity and Inclusion Coordinator
Date: April 26, 2023
File No:
Attachments:

Appendix A – Tables of Data and Graphs

Appendix B – City of Winnipeg's Self-Declaration Questionnaire (see below)

Appendix C – Employment Equity Occupational Group (EEOG) and Labour Force Availability

Appendix D – Equity Office Governance Model

## Appendix B – City of Winnipeg's Self-Declaration Questionnaire (Paper Version)

| First Name: | Last Name: | Employee ID or Job Posting #: |
|---|---|---|
| | | |

The City of Winnipeg is committed to establishing a workforce that is representative of the community it serves. The City is focused on human rights and ensuring full and equitable representation, success and advancement of all people, and in particular the equity groups that are underrepresented. **Your response to the self-declaration questions is voluntary.** All information is strictly confidential and will be accessible to hiring managers and designated staff on a need-to-know basis for the purposes of strengthening the City of Winnipeg's actions in support of equity, diversity and inclusion.

**Privacy Statement**
This collection of your personal information is authorized by section 11 of *The Human Rights Act* for the administration and operationalization of the City of Winnipeg's Equity, Diversity and Inclusion Strategy. The information is protected by the privacy provisions of *The Freedom of Information and Protection of Privacy Act* and, where the information is your personal health information, it is protected by the privacy provisions of *The Personal Health Information Act*. The information will not be used or disclosed for any other purposes, except as authorized by law. Contact the Corporate Access and Privacy Officer by mail (City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have any questions or concerns.

□ **I have read and understood the Self-Declaration Questionnaire and I do not wish to participate.**

**I do wish to participate and my self-declaration is as follows:**

## Indigeneity

**Indigenous Peoples:** An Indigenous person is a member or citizen of a First Nation, the Métis Nation, or Inuit Homeland.

**Are you an Indigenous Person?** ☐ Yes ☐ No ☐ Prefer not to disclose

**If yes, which one of the following best describes your Indigeneity?**

☐ Inuit ☐ Métis ☐ First Nation

**Are you Two-Spirit/Indigenous LGBTQ+?** ☐ Yes ☐ No ☐ Prefer not to disclose

## Race

**Race:** is a social construct that refers to groupings of people based on shared physical characteristics, such as skin colour. Note: Indigeneity is outlined in question 1 above. If you are Biracial with Indigenous and other race identity/identities, please complete question 1 and select other relevant race identities below.

**Are you a racialized person?** ☐ Yes ☐ No ☐ Prefer not to disclose

Racialized Peoples: A Racialized Person in Canada is someone (other than an Indigenous person as defined in question 1. above) who is non-Caucasian in race or non-white in colour, regardless of place of birth

**Are you White (Caucasian, European Descent)?** ☐ Yes ☐ No ☐ Prefer not to disclose

**Are you Biracial (Multiracial, Mixed race)?** ☐ Yes ☐ No ☐ Prefer not to disclose

If you wish to provide further detail, please circle the options(s) that apply to you:

Arab, Black, Black African, Black Caribbean, Chinese, Filipino, Japanese, Korean, Latin American, South Asian (e.g. Indian from India, Pakistani, Sri Lankan), Southeast Asian (e.g. Burmese, Cambodian, Laotian, Thai, Vietnamese), or West Asian (e.g. Egyptian, Libyan, Lebanese, Iranian)

Not listed above, please specify: _____

## Gender Identity

**Gender Identity:** is defined as social and cultural expectations of roles and how we present ourselves in society.

**What is your gender identity? Please select one.** ☐ Woman ☐ Man ☐ Agender

☐ Non-binary or gender fluid ☐ Prefer to self-describe ☐ Prefer not to disclose

**Prefer to self-describe:** _____

**Do you identify as Trans?** ☐ Yes ☐ No ☐ Prefer not to disclose

## Sexual Orientation

**Sexual Orientation:** describes a person's emotional and/or sexual attraction to others.

**Which best describes your sexual orientation?** ☐ Asexual ☐ Bisexual ☐ Gay

☐ Heterosexual/Straight ☐ Lesbian ☐ Pansexual ☐ Queer ☐ Prefer to self-describe

☐ Prefer not to disclose **Prefer to self-describe:** _____

## Ability

**Persons with Disabilities:** Person with Disabilities refers to persons with a significant, persistent or recurring physical, sensory, intellectual, cognitive, learning, communication, mobility, and/or mental health impairment, condition or disability that, in interaction with a barrier, hinders a person's full and equal participation in society. An impairment, condition or

disability can be permanent, temporary, episodic, visible or invisible.

**Are you a Person with a Disability?** ☐ Yes ☐ No ☐ Prefer not to disclose

If you wish to provide further detail, please circle the options(s) that apply to you:

Chronic pain, illness or medical condition (e.g. epilepsy, diabetes, multiple sclerosis), Developmental disorder (e.g. autism, Down syndrome), Learning, behavioural disorder (e.g. dyslexia, attention deficit hyperactivity disorder), Mental or emotional health condition (e.g. schizophrenia, depression, anxiety), Blind or vision impairment (not corrected by prescription eye-glasses), Deaf or hearing impairment, Mobility/dexterity limitation (e.g. cerebral palsy, spinal cord injury, amputation), or Speech impairment

Not listed above, please specify: _____

## Immigration

**Immigrants:** are persons residing in Canada who were born outside of Canada, excluding temporary foreign workers, Canadian citizens born outside Canada and those with student or working visas. Newcomers are recent immigrants, refugees, refugee claimants or temporary residents who have been in Canada for less than five (5) years.

**Are you an immigrant?** ☐ Yes ☐ No ☐ Prefer not to disclose

**If yes, please provide date of arrival: (Enter as MM/YYYY)** : _____

**If you would like to provide further details, please specify how you came to Canada:**

☐ Immigrant ☐ Refugee ☐ Refugee claimant ☐ International student

Not listed above, please specify: _____

**May we reach out to you on equity, diversity and inclusion strategic actions pertaining to the group(s) with which you identify?** Yes or No (please circle)

Refer to Statistics Canada's Guide on Equity, Diversity and Inclusion Terminology for further information.