HUMAN RIGHTS COMMITTEE OF COUNCIL
TERMS OF REFERENCE

1.0 MANDATE

1.1 To provide a public perspective on human rights, equity, diversity, immigration, age-friendly, access and disabilities, and peace-related issues and how associated matters affect the community and civic operations.

1.2 To serve as an advisory body to the Mayor and City Council on human rights, equity, diversity, peace, and access and disability related issues and emerging trends as they affect Winnipeg communities, as well as the adherence to and application of existing legislation.

1.3 To work co-operatively with existing City Departments and community organizations to carry out community outreach initiatives through regular meetings, public forums and workshops to share city policy on human rights, equity, diversity, peace, age-friendly, access and disability-related issues and convey concerns to City Council.

1.4 To produce an annual report and annual finance review that describes the activities that the Committee, and its sub-committees, undertook, supported and participated in for the information and attention of City Council.
amended by Council September 22, 2022

1.5 To monitor the implementation of existing and new policies on services, appointments and hiring procedures at the City of Winnipeg related to topics under the Committee's purview.

Committee members are bound by these Terms of Reference and are accountable to the Mayor and Council of the City of Winnipeg.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To provide knowledgeable and impartial high-level advice to the Mayor and Council in the following areas of human rights, equity, diversity, access, age-friendly, disabilities, immigration, and peace.

2.2 To ensure appropriate consultation is taking place between the City, identified stakeholder groups and the community-at-large concerning issues related to human rights, equity, diversity, immigration, peace, age-friendly, access and disabilities.

2.3 Members will provide advice on existing and proposed initiatives from the City's Public Service and may bring forward new ideas.

2.4 Related to City Council

2.4.1 Review and recommend changes to by-laws, resolution, policies, regulations, and budgets related issues of human rights, equity, diversity, peace, immigration, access, age-friendly and disabilities.

2.4.2 Receive referrals from Council or its Committees for review and recommendation.

2.4.3 Monitor progress of City Council in implementing recommendations made by the Human Rights Committee.

2.5 Related to City Departments

2.5.1 Implement and monitor equity, diversity and access programs, and programs for newcomers.

2.5.2 Assist the City of Winnipeg in becoming a leader in human rights, and in diversifying its work force.

2.5.3 Monitor progress of City Departments in implementing recommendations made by the Human Rights Committee.

2.6 Related to the Public

2.6.1 Act as vocal advocates for human rights locally, nationally and internationally.

2.6.2 Work with the Universal Design Steering Committee to ensure that the City of Winnipeg conducts a review of projects and new services through a universal design lens.

2.6.3 Advocate actively on issues related to human rights, equity, diversity, peace, immigration, age-friendly, access and disabilities.

2.6.4 Assist in address concerns of citizens regarding issues of human rights, equity, diversity, peace, immigration, age-friendly, access and disabilities.

2.6.5 Ensure communications and involvement between City and the community on issues of human rights, equity, diversity, peace, immigration, age-friendly access and disabilities.

3.0 QUALIFICATIONS OF MEMBERS

Members of the Committee will be selected on the basis of:

3.1 A sound general knowledge of Winnipeg and its human rights, equity, diversity, peace, immigration, age-friendly, access and disability related issues.

3.2 Demonstrated personal interest and active participation in human rights, equity, diversity, immigration, age-friendly, access and disabilities, and/or peace-related issues in the City of Winnipeg.

3.3 Work experience, educational, knowledge and professional expertise related to human rights, equity, immigration, diversity, age-friendly, access and disabilities, and/or peace-related issues.

3.4 Ability to attend meetings and devote some time between meetings to work on matters before the Committee and its sub-committees

4.0 REPORTING

4.1 The Human Rights Committee shall report to Council through the Executive Policy Committee.

5.0 MEMBERSHIP AND ORGANIZATION

5.1 Membership of the Human Rights Committee shall be comprised of the Mayor, or designate, as Chair, and one City Councillor and a minimum of eight (8) members and a maximum of twelve (12) all to be appointed by *Council, and advertised in accordance with the Council Policy on Citizen Appointments to Boards and Commissions.*

5.2 Members shall participate as independent members, not as a representative of another body of which they may be a member or employee.

5.3 Human Rights Committee members shall be appointed for two-year terms and are limited to three (3) two-year terms, and will be appointed or re-appointed each year in the fall, the timing to be aligned each year with reconstitution of the Standing Committees of Council.

5.4 Human Rights Committee members will not receive remuneration for their involvement in Human Rights Committee meetings or activities.

5.5 The Committee may create sub-committees or working groups as it deems necessary. These sub-committees or working groups may invite citizens-at-large to participate. Two permanent sub-committees will be the Access and Inclusion Sub-Committee and the Equity and Diversity Sub-Committee, with others to be created by the Committee as it chooses. These sub-committees will also require terms of reference which guide their work.

amended by Council May 16, 2019

5.6 Members may resign at any time upon written notice to the Mayor.

5.7 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.

6.0 MEETINGS

6.1 Meetings of the Human Rights Committee will be held at the call of the Chair(s), at least six (6) times annually.

6.2 A quorum is a majority of members appointed to the committee.

6.3 Meetings are only to be held at locations accessible to members and guests with disabilities.

6.4 Information for meetings shall be available four (4) working days in advance of the meeting in accessible formats as required by members of the Committee.

6.5 The Human Rights Committee may from time to time invite resource people to attend and participate in a meeting including, as required, making presentations to the Committee.

7.0 VOTING

7.1 All members have a vote at each meeting.

7.2 A tie vote deems that a motion or decision is defeated.

7.3 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.

8.0 CITY STAFF LIAISON AND SUPPORT SERVICES

8.1 The City of Winnipeg will provide administrative, research and clerical support to the Committee as required.

8.2 An *ex-officio* non-voting representative from the City of Winnipeg, assigned by the CAO, will attend all meetings of the Human Rights Committee and will provide support to develop an action plan with involvement from existing community organizations to ensure their needs and interests are reflected and help to implement said action plan.

8.3 The City Clerk shall assign a clerk to the Human Rights Committee to assist in procedural matters, committee agendas, and committee minutes.

8.4 The Human Rights Committee of Council may engage the services of an intern for the purposes of supporting the work of the Human Rights Committee and its sub-committees, subject to:

A. That funding of an intern position be within the Human Rights Committee of Council budget, as approved by Council annually;

B. That an intern position be under the general supervision of the Coordinator.

9.0 BUDGET

9.1 The budget for the Committee will be approved by Council through the annual budget process.

9.2 The annual budget is prepared by the Coordinator, approved by the Committee and submitted to City Council for approval.
amended by Council September 22, 2022

9.3 Budget expenditures shall be utilized on activities which implement and support the Committee's mandate detailed in Section 1 and/or on committee-approved strategic planning initiatives.
amended by Council September 22, 2022

9.4 Budget expenditures of $1,000.00 and under may be approved under the authority of the Committee Coordinator in consultation with the Committee Chair.
amended by Council September 22, 2022

9.5 Budget expenditures in excess of $1,000.00 shall be endorsed by vote of the committee at a regularly-scheduled or a special meeting. In situations of timing constraints, expenditures in excess of $1,000.00 may be endorsed by committee members in principle and ratified at the next meeting of the Human Rights Committee of Council.
amended by Council September 22, 2022

9.6 The Coordinator shall submit a list of expenditures accrued since the previous committee meeting in the form of a budget update for the committee's information.
amended by Council September 22, 2022

10.0 AMENDMENTS

10.1 The Committee shall review these terms of reference annually and may propose amendments to the Executive Policy Committee for submission to Council for approval.