



**2005**  
**Diversity Report Card**

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[www.winnipeg.ca/csinter/HRPlanningServices/shared/equityDiversitymain.stm](http://www.winnipeg.ca/csinter/HRPlanningServices/shared/equityDiversitymain.stm)

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## Message from Annitta Stenning – Chief Administrative Officer

Respect for diversity is at the heart of our efforts to make The City of Winnipeg both a service leader and an employer of choice. *Plan Winnipeg* commits us to supporting an inclusive community. Our Human Resource Strategic Plan is founded on a vision of a workforce that is both dynamic and diverse. When we adopted a competency-based model for staff recruitment and development, we endorsed *respecting diversity* as one of the five core competencies essential to every civic employee.

As civic staff, we are proud to be building a workplace that is as diverse and welcoming as Winnipeg itself. With City Council's leadership, we have been working closely with the Citizen Equity Committee and with many partners in the community to achieve this goal through effective recruitment, retention, and training strategies. In 2004, as part of its Action Plan for Creating a Diverse Workplace, the City established benchmarks that would see the number of women in the workplace grow to 31.1% (currently at 28.5%), Aboriginal people to 7.8% (currently at 6.2%), visible minorities to 6.7% (currently at 5.2%), and persons with disabilities to 4.7% (currently at 4.2%). While there is still work to be done, we have made progress with all four designated groups.

Every day, we are working to promote diversity in many ways. This report records many highlights, from our City of Winnipeg internship program, to the presentation of a community support award to the Winnipeg Police Service, as part of the Manitoba Black Community Awards. We are working to create a better understanding of Aboriginal culture in our workplace, reaching out to youth with career information, and partnering with the University of Manitoba to provide internships for engineers trained outside Canada. We are encouraging all our employees to take advantage of diversity-related training, and have recently asked each department to develop diversity training plans.

Looking to the future, we will continue striving to be a workplace in which awareness and opportunity go hand in hand. We look forward to working with the Citizen Equity Committee to realize that goal.

Annitta L. Stenning  
Chief Administrative Officer

## **Action Plan for Creating a Diverse Workforce**

Senior Management endorsed the Action Plan for Creating a Diverse Workforce in September 2002. It was developed following an employment systems review that included a workforce analysis to identify under-representation of designated group members.

“Respecting Diversity” is one of five core competencies that all employees must demonstrate. The City defines diversity as recognizing that people are different in many ways (race, gender, family status, sexual orientation, education, age, etc.). The Action Plan is a living document which reflects initiatives that address how the City will effectively value and manage diversity.

The Action Plan outlines “Six Steps to Success” to creating a dynamic and diverse workforce.

- ✓ **Organizational Support**
- ✓ **Increased representation of designated groups**
- ✓ **Accountability**
- ✓ **Promote a respectful environment**
- ✓ **Diversity as a Core Competency**
- ✓ **Bias free recruitment and inclusive selection process**

This document is a report card of the activities that the City of Winnipeg has accomplished in 2005 as well as a report card on the progress made with respect to designated group representation (Workforce Profile).

### **HR VISION**

**A dynamic and diverse workforce of highly skilled people working together to deliver excellent service to the community of Winnipeg.**



**... So that we achieve our mission of being responsive, affordable and innovative.**

## **Defining Parameters**

For the purposes of this report, the following terms have been defined:

### **Equity**

Treating people fairly. In order to create equity, differences need to be recognized, respected and accommodated when reasonably possible.

### **Diversity**

Recognizing that people are different in many ways (race, gender, family status, education, sexual orientation etc.). Diversity focuses on valuing, seeking out and capitalizing on employee differences in order to meet the organization's objectives.

### **Designated Groups**

- Women
- Aboriginal People
- Visible Minorities
- Persons with Disabilities

### **Workforce Profile**

A workforce profile is a “big” picture at a specific point in time of the employees who work for the City of Winnipeg.

### **The City of Winnipeg / The City**

The report will sometimes use “the City” in reference to the City of Winnipeg organization.

### **Representative**

Determining whether or not we have achieved a representative workforce is measured by comparing the city's workforce profile against the profile of Winnipeg's labour market availability statistics.

### **Under Representation**

Determining the degree of under-representation by comparing the internal representation of each designated group in each occupational group in its workforce to external representation.

### **Labour Market Availability (LMA)**

For diversity purposes, the term labour market availability refers to people in the labour market that have the necessary qualifications to occupy a particular position within a given organization. The current labour market workforce availability for women, Aboriginal peoples and visible minorities is derived from the 2001 Census and looked at the population aged 15 and over who worked anytime between January 1, 2000 and May 15, 2001. The labour market workforce data of persons with disabilities was derived from the population aged between 15 and 64 who worked anytime between 1996 and 2001. This is the most current data provided by Statistics Canada on Winnipeg's labour market. Labour market data using the 2006 Census will not be available for several years.

## Report Card

### Organizational support...

Organizational/Administrative support for creating a diverse workforce is evident.

Accomplishments in 2005	Future Plans
<p><b>Importance of Diversity</b></p> <ul style="list-style-type: none"> <li>▪ Chief Administrative Officer's 2004 Annual Report includes reference to the importance of a diverse workforce in the delivery of service.</li> </ul> <p><b>Business Plans</b></p> <ul style="list-style-type: none"> <li>▪ All Department Business Plans include a statement of commitment regarding diversity.</li> </ul> <p><b>First Steps: Municipal Aboriginal Pathways (MAPS)</b></p> <ul style="list-style-type: none"> <li>▪ Endorsed September 2, 2003 by City Council, this policy includes several issues that support the recruitment and retention of Aboriginal people in the workforce as well as build a better future for Winnipeg's Aboriginal citizens.</li> <li>▪ The activities include: 1) Establishing an Aboriginal Employment Network; 2) Creating internships; 3) Continuing the Youth in Community Service Program; 4) Implementing Aboriginal cultural training. 5) Developing a "Newcomer Package" for new Aboriginal residents that provides information about civic and other services in Winnipeg.</li> <li>▪ All items are addressed in other sections of this report.</li> </ul> <p><b>Universal Design</b></p> <ul style="list-style-type: none"> <li>▪ Council approved a \$ 250,000 capital fund in 2005 to address existing and reported accessibility problems in the City of Winnipeg</li> <li>▪ The goals of the fund are:               <ul style="list-style-type: none"> <li>○ To improve accessibility of Civic buildings and outside environments thereby improving our ability to provide comfortable and equitable services to citizens and visitors.</li> <li>○ To provide a safe and accessible workplace to assist in attracting a more diverse and representative workforce.</li> <li>○ To distribute the yearly fund of \$250,000.00 as evenly and equitably across the organization as possible.</li> </ul> </li> </ul>	<p>Departments will continue to develop their department specific plans and will be held accountable for implementing activities that demonstrate commitment to diversity.</p> <p>The employment network, internships and cultural training remain organizational priorities in 2006.</p> <p>Departments will continue to integrate universal design principles into all services (e.g. building plans; training).</p> <p>The 2006 capital budget includes a \$ 250,000 fund for universal design.</p>

### **Aboriginal Scholarship and Services Awards Program**

- In September 2005, City Council approved a request from the Planning Property and Development and Corporate Services Departments to create a scholarship and service award program.
- Developed in partnership with Winnipeg School Division, the program is for Aboriginal Junior and Senior High School students attending schools within Winnipeg's inner city.
- The objectives of the Aboriginal Scholarship and Service Awards program are as follows:
  - To provide a continuing scholarship to selected students who exemplify leadership in both school and community.
  - To provide summer employment, job shadowing, professional mentorship and other support to aboriginal students who display interest and capacity in municipal planning and related fields.
  - To serve as a recruitment strategy to attract qualified candidates to apply for positions with the City.
  - The following scholarships are available to students who have successfully completed their school year and demonstrated academic achievement and community involvement.
    - \$ 250 to one Aboriginal student in each of Grades 6, 7, 8 and 9 (S1); \$400 to one Aboriginal student in each of Grades 10 (S2) and 11 (S3); \$ 1500 towards tuition expenses for one student who has successfully completed a summer work placement award and is successfully enrolled in post-secondary education at a recognized university or community college; Two full time student summer placement positions will be dedicated to students who have been recognized through the scholarship service awards program. (Must be at least 16 years of age or older).
- Deadline for applications is on or before April 30th of each school year.

### **Information for Newcomers**

Community Services Department through the MAPS initiative, and working with the CAO secretariat and other city staff, developed an information package for Aboriginal citizens and newcomers. The package is comprised of City of Winnipeg Aboriginal specific services and initiatives and civic information most relevant to Aboriginal newcomers.

The first scholarships will be awarded in June 2006.

Other Departments will be encouraged to consider scholarship programs or other similar efforts to assist in workforce/succession planning for the future.

A similar newcomers package for immigrants is being developed.

## ***Increase representation of specific groups...***

Effective outreach recruitment programs and initiatives that target members of designated groups.

<b>Accomplishments in 2005</b>	<b>Future Plans</b>
<p><b>Advertising and Recruitment</b></p> <ul style="list-style-type: none"> <li>▪ Currently the City uses a variety of advertising and marketing methods to inform the public about employment opportunities.</li> <li>▪ Advertising monies are used to: 1) attract applicants for immediate job vacancies (current); and 2) to inform youth about career opportunities and educational requirements (future needs).</li> <li>▪ Types of advertising for both current and future needs in 2005 included:               <ul style="list-style-type: none"> <li>○ Newspaper advertisements</li> <li>○ Internet (free)</li> <li>○ Radio (free)</li> <li>○ Public Service Announcements on Videon Cable (free)</li> <li>○ Posters and brochures</li> <li>○ Videos</li> <li>○ Booths at career fairs</li> <li>○ Promotional Materials (e.g. pens)</li> <li>○ School, college, university and community group presentations</li> <li>○ Mailings to educational institutions</li> <li>○ Cinema City Theatres</li> <li>○ Transit Bus (back of bus panel and interior ads)</li> </ul> </li> <li>▪ With the exception of professional positions that are usually advertised in the Free Press, most of our jobs are only advertised on the Internet, Access 1 2 3 and Manitoba WorkinfoNET (MBWIN) Inc.               <ul style="list-style-type: none"> <li>○ All three of these methods are free</li> <li>○ Note: MBWIN is a community-based, non-profit organization that provides Manitobans with employment and career planning information. They distribute job opportunities electronically to 700 registered members including agencies and organizations that assist designated group members to obtain employment.</li> </ul> </li> <li>▪ Use of community and ethnic newspapers as well as the Free Press has decreased over the years due to:               <ul style="list-style-type: none"> <li>○ Increased use of other types of advertising/marketing (e.g. outreach to youth).</li> <li>○ Knowledge that majority of applicants use the Free Press and/or the Internet.</li> </ul> </li> </ul>	<p>The Equity &amp; Diversity Branch will continue to place ads in various community and ethnic newspapers throughout the year to:</p> <ul style="list-style-type: none"> <li>○ Inform public of the Access 1 2 3 Job Line and Website where all jobs are advertised;</li> <li>○ Inform public that we are committed to diversity</li> </ul>

<ul style="list-style-type: none"> <li>▪ Winnipeg Police Service and Winnipeg Transit continue to use a variety of recruitment and outreach including newspaper, radio, TV and bus ads prominently featuring Bus Operators and Constables who belong to designated groups. Both Departments also advertised for one month at the Cinemas City Theatres.</li> <li>▪ Community Services and Corporate Services used Aboriginal newspapers for several advertisements.</li> <li>▪ Transit continues to run an “Employee Referral Program” which generates many new applications, including designated group members.</li> <li>▪ All advertisements that included pictures of people were reviewed to ensure the pictures reflected diversity. See Appendix A for examples of some advertising.</li> <li>▪ Community Services Department conducted recruitment for summer recreation positions out in the community at Fort Rouge and St. John Leisure Centers to make the application process more accessible to prospective job seekers.</li> </ul> <p><b>Applicant Pools and Effectiveness of Advertising Methods</b></p> <ul style="list-style-type: none"> <li>▪ Winnipeg Transit and Winnipeg Police Service assess diversity of applicant pools on a regular basis to develop advertising plans</li> <li>▪ In 2005, various applicant pools within each department capturing a variety of occupations were analyzed.</li> <li>▪ With only a few exceptions, the analysis revealed very diverse applicant pools.</li> </ul> <p><b>Workforce Analysis</b></p> <ul style="list-style-type: none"> <li>▪ Workforce analysis to identify under-representation of the four designated groups was completed for January 2006 using 2001 labour market information (LMA). <ul style="list-style-type: none"> <li>○ The benchmark (or goal) is to be at or above the labour market availability (based on the occupations at the City of Winnipeg).</li> <li>○ A comparison of January 2005 to January 2006 shows that representation has increased for all four designated groups. See page <a href="#">23</a>.</li> <li>○ Analysis resulted in revised hiring benchmarks for 2006. See page <a href="#">24</a>.</li> </ul> </li> </ul>	<p>Will explore expanding off-site summer recruitment.</p> <p>Will continue to review/monitor applicant pools in 2006 to determine if recruitment and advertising plans resulted in diverse applicant pools.</p> <p>Where pool was not diverse – Department will develop a strategy to increase diversity.</p> <ul style="list-style-type: none"> <li>○ Advertising methods will be based on business needs and factor in diversity</li> <li>○ Will consider need for immediate advertising needs and advertising for future needs</li> </ul> <p>The benchmarks are moving targets and will be adjusted when necessary. As the composition of the workforce, labour force and the population changes, so too will the benchmark.</p>
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- The Workforce Analysis is a snap shot in time. Several departments have significantly more part- time, casual and student employees in the summer months. It was believed that a workforce analysis done in July 2005 for those departments might show improved designated group representation.
  - An analysis was done in July 2005 for Community Services and Public Works. The representation of the designated groups members did not improve. It appears the main reason for this was because a significant portion of the summer hires did not complete a voluntary declaration.

**Voluntary Declarations**

- Representation is based on employees who complete a voluntary declaration. Though 30 % of employees have not completed the declaration, the percentage of new hires who have not completed the declaration is much lower at 20 %.
- Several departments established a process to encourage new hires to complete the voluntary declaration and did see improvement.

**Hires in 2006**

- Where hiring has been below LMA, Departments are expected to identify the barriers and take steps to increase the pool of qualified designated group applicants.
- See Section “Workforce Profile” for more information about representation including hiring.

**Special Measures to Address Gaps**

- To address under-representation of persons with disabilities, Public Works worked directly with an agency to hire two seasonal employees with learning disabilities.
- Public Works also targeted designated group members for student hiring in summer employment
- The Community Services Department in partnership with the Centre for Aboriginal Human Resource Development (CAHRD) offers the Youth in Community Services Program. It is a strategic initiative identified in the City’s Municipal Aboriginal Pathways (MAPS). The program is funded by the City, CAHRD, the Winnipeg Foundation and the Winnipeg Partnership Agreement partners. It provides enhanced employment opportunities within the City of Winnipeg organization for at risk Aboriginal youth, specifically training to become Recreation Technicians and Instructor Guards. It is a four year initiative that began in 2004. Twenty youth were selected to participate in the Recreation Technician training and another 20 youth are participating in the Instructor Guard stream.

Based on this finding will continue to analyze the overall representation of the workforce in January of each year.

Will continue to seek ways to increase declaration rates.

Activities to address gaps will continue in 2006 with the expectation that more departments will participate in similar type activities.

**Outreach Efforts**

- The 2nd annual Summer Youth Camp for 12 immigrant youth was held in August 2005
  - The purpose of the camp is to expose the youth to a large variety of careers available at the City and to provide the important message of staying in school.
  - A summer intern from the visible minority group was hired to assist Carole Fréchette of the Citizen Equity Committee to plan and deliver the five day camp.
  - The youth were exposed to careers in the following departments: Community Services, Winnipeg Police Service, Planning Property and Development, Public Works and Winnipeg Transit.
- Increased our participation in career fairs and presentations. See appendix A for list.

**Partnerships**

- In January 2005, Mayor Sam Katz signed partnership agreements with both the Manitoba Metis Federation (MMF) and the Assembly of Manitoba Chiefs to formally acknowledge our efforts to improve employment opportunities for Aboriginal people.
  - Meet monthly to identify, develop and implement activities aimed at increasing the number of Aboriginal employees at the City
- Community Services Department participated in a number of activities that addressed services, supports and employment issues for new immigrants and refugees
- Winnipeg Transit, Community Services and Public Works met with Teacher Representatives from Winnipeg School Division to discuss employment opportunities as part of the Applications of Working and Learning Project (AWAL).
- Community Services and Corporate Services are members of the Manitoba Settlement Group, a network consisting of immigrant settlement service providers and government representatives. The group meets regularly to facilitate networking among government and non-government groups active in immigrant settlement and to exchange information about activities related to settlement. Information on City of Winnipeg opportunities, services and programs is shared with this group on an ongoing basis

Plans are underway for the 3<sup>rd</sup> Annual Summer Youth Camp

## **Mentoring**

- Transit has a mentoring program for all new employees
- Some departments offer mentoring informally to interested employees.
- Winnipeg Police Service Diversity Unit works with aboriginal and other diverse groups within the province and city to provide mentorship to persons interested in a Police Career.
- Several Departments created a year long career development opportunity for several existing CUPE employees. Funded through the Joint CUPE/City Education Fund, one component of the year long position included mentorship of the employee.
- Research was conducted on “best practices” related to mentoring.
- Corporate Services (Equity & Diversity Branch) participated in the University of Manitoba Career Mentor Program

## **Internships**

- In 2005 a total of 9 paid internships varying from 2-7 months were created for both Aboriginal and visible minority people. One internship was provided to an existing Aboriginal employee and all the others were created for students seeking to gain work experience.
- Below are the specific types of internships that were offered.

## **Aboriginal Internships**

- In support of First Steps: MAP – provided 4 paid internships in 2005 for Aboriginal people (only 2 in 2004)
  - Goal of the internships is two-fold: 1) to provide students with summer work that allows them to develop skills/experience in their field of study; 2) to provide work to individuals who have academic credentials but lacked experience.
  - Departments that participated:
    - Planning Property & Development (Hired two Aboriginal engineering students from the ENGAP program at the University of Manitoba for a 4 month period)
    - Public Works (One Aboriginal engineering student from ENGAP for 4 months)
    - In November 2005, Corporate Services created an internship for an existing Aboriginal employee in the area of outreach and recruitment. The long term goal is to secure budget dollars to staff a permanent Outreach Worker position.

HR managers will be asked to consider implementing a formal and/or informal mentorship program.

The Aboriginal Outreach Worker (internship) working out of Corporate Services which began in 2005 will continue to the end of 2006.

Two summer internships will be offered to Aboriginal students in Corporate Services with financial assistance from the Summer Career Placements (CSCP) program administered by C.A.H.R.D. The program is designed to assist Aboriginal students in preparing for their future entry into the labor market.

<p><b>Internships for Foreign Trained Professionals</b></p> <ul style="list-style-type: none"> <li>▪ Public Works Department participated in the I.E.E.Q. program (Internationally Educated Engineers Qualifications) by providing a four-month internship to two engineers trained outside Canada, who are working towards certifying their Engineering Degrees in Canada.</li> <li>▪ One of the individuals continues to be employed by the Department and the other chose to return to university to work at the Masters level.</li> </ul> <p><b>Internships for High School Students</b></p> <ul style="list-style-type: none"> <li>▪ Provided 3 internships through the Manitoba Aboriginal Youth Internship Program and Manitoba Black Youth Internship Program.</li> <li>▪ The objectives of the program are to: 1) provide high school students of Aboriginal or African/Caribbean descent with an opportunity to be exposed to a career with the view of encouraging students to remain in school; 2) help students gain confidence, work experience and networking opportunities; 3) provide a job shadow opportunity one half-day per week for the student between March and the end of June 2005; and 4) provide a paid summer internship. <ul style="list-style-type: none"> <li>○ One student was placed in an unpaid work experience and eventually hired in Community Services (Library Services) as a part-time library page.</li> <li>○ Another student was provided the paid summer internship in the same department in Recreation Services.</li> <li>○ A third student was offered summer clerical work in Corporate Finance after the job shadow experience but turned it down because she wanted to take summer courses.</li> </ul> </li> </ul> <p><b>Community Service Worker Project (CSWP)</b></p> <ul style="list-style-type: none"> <li>▪ Community Services Department operates a work experience program called CSWP which actively recruits Aboriginal and recent immigrants. The project assists individuals to gain work experience and acts as a stepping stone for future employment. In 2005, of the 81 participants, 32 (40%) were of Aboriginal descent and 19 (23%) were recent immigrants.</li> </ul>	<p>Aboriginal Outreach Worker will work with Departments to find ways to create more internships.</p> <p>Aboriginal Outreach worker will seek external funding that will increase opportunities to create internships in 2006.</p> <p>Public Works and Planning Property and Development plan to offer internships for 3 foreign trained engineers and an Aboriginal student at the U of M in 2006.</p> <p>Several departments are developing plans to support more unpaid work experiences and paid summer internships with the Manitoba Aboriginal Youth and Black Educators Association of Manitoba Internship Programs in 2006.</p>
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### **Networking**

- As identified in *First Step: MAPS*, an Aboriginal Employment Network (AEN) was formed and began meeting in 2005. The AEN currently consists of individuals involved in recruitment and hiring in all the Departments. The purpose of the network is to identify and develop employment strategies to enhance the participation of Aboriginal people in the civic workforce. This will be accomplished by working directly with Aboriginal organizations, educational institutions and other employers. Specific outcomes will include identification and removal of barriers and sharing best practices.
- In early 2005, the Aboriginal HR Intern who supported the AEN left when he obtained a full time permanent position elsewhere. Corporate Services filled the position in November 2005 with an existing employee who is of Aboriginal descent. The employee is responsible for Aboriginal outreach in the community as well as supporting the network.
- The network has met several times since the fall of 2005. Some of the items the group has addressed include creating more high school internship opportunities for Aboriginal and Black youth.

### **Unpaid Work Experiences and Job Shadow Requests**

- Many Departments provided unpaid work and job shadow experiences for several organizations (e.g. Society for Manitobans with Disabilities; Occupational Rehabilitation Group of Canada; High Schools)

### **Volunteer Program in Community Services**

- 21% of volunteer placements within the Community Services Department are visible minorities, persons with disabilities and Aboriginals.
- The Volunteer Branch works in partnership with Manitoba Aboriginal Youth Internship Program, the Salvation Army's Community Venture Organization, Lifeworks, and many High Schools to place individuals into Department programs and services.

The AEN will continue to meet in 2006. Corporate Services will develop and implement a process to assess the effectiveness of the AEN and will share the findings with our Provincial and Federal counterparts and other organizations such as the Interprovincial Association for Native Employment (IANE) and the Manitoba Employment Equity Practitioners Association (MEEPA).

Departments involved in the internships will share their experiences with the other Departments through the Aboriginal Employment Network.

## Accountability...

Clearly identified roles and responsibilities for creating a diverse workforce.

Accomplishments in 2005	Future Plans
<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>▪ “Respecting Diversity” is a core competency and has been incorporated into job bulletins for all positions within the Winnipeg Association of Public Service Officers (WAPSO).</li> <li>▪ Winnipeg Police Service has incorporated all the core competencies into its recruitment and selection process for all Police and civilian positions. Applicants are provided with an opportunity to attend information sessions prior to their screening interview, where the core competencies of the City of Winnipeg are discussed.</li> <li>▪ A document has been drafted that defines specific behaviour-based activities that demonstrate competency at all levels of the organization. This will assist supervisors in linking behaviours that support or detract from diversity to performance feedback.</li> </ul> <p><b>Cultural Research Survey</b></p> <ul style="list-style-type: none"> <li>▪ Following a city wide Cultural Research Survey in 2004 which was designed to help better understand and measure employee values, beliefs, satisfaction and commitment, each Department developed action plans to address the key findings of the survey.</li> <li>▪ Reviewed results of survey based on designated group status. The analysis determined that there were no significant differences based on gender or ethnicity.</li> </ul> <p><b>Role Specific Accountability</b></p> <ul style="list-style-type: none"> <li>▪ The Equity &amp; Diversity Coordinator met with each Department’s HR Manager to review hiring and establish goals to reduce any gaps if present.</li> <li>▪ Department Directors are responsible for reporting on their efforts to achieve a more diverse and respectful workplace.</li> <li>▪ HR Managers are responsible for preparing annual departmental reports on diversity activities for the Department Director.</li> <li>▪ All Division Managers are accountable to ensure that diversity efforts are incorporated into human resource activities, including: recruitment, succession planning, training, performance management and development.</li> <li>▪ Prior to any positions being bulletined or advertised, Human Resources and the respective manager are expected to review the job description to ensure that all qualifications are bona fide and do not create barriers.</li> </ul>	<p>Document outlining behaviours that demonstrate competence in diversity will be reviewed and endorsed by Human Resource Managers.</p> <p>Will review the designated group member results with the Aboriginal Employee Group.</p>

## **Creating a diversity friendly environment...**

Promote an environment that capitalizes on employee differences allowing everyone to reach their full potential.

<b>Accomplishments in 2005</b>	<b>Future Plans</b>
<p><b>Reasonable Accommodation</b></p> <ul style="list-style-type: none"> <li>▪ Continued to deliver Reasonable Accommodation training to foremen and supervisors. See appendix B.</li> <li>▪ Though reasonable accommodation applies to all the protected grounds under Human Rights, the vast majority of requests for reasonable accommodation are related to disabilities. A large number of employees who could no longer perform the tasks/duties of their job due to a disability were accommodated by rebundling tasks or moving them to other positions, some in other unions.</li> </ul> <p><b>Balancing Work and Family and Culture Obligations</b></p> <ul style="list-style-type: none"> <li>▪ Several Departments approved requests to either reduce work hours or to alter their working hours to better balance work and home demands.</li> <li>▪ Managers support Leave of Absence requests for staff needing to meet their cultural obligations.</li> </ul> <p><b>Networking Groups</b></p> <ul style="list-style-type: none"> <li>▪ An employee initiated Aboriginal Employee Group (AEG) meets regularly and identifies ways to support Aboriginal culture and create understanding and awareness of Aboriginal culture. Established in 2002, this group provides information and leadership to the organization and employees on Aboriginal issues and resources. First Nations, Métis and Inuit employees within the organization are invited to participate in the group.</li> <li>▪ The Winnipeg Police Service continues to support a Women’s Network that identifies and deals with issues specific to women officers, including recruitment, mentoring, retention and promotion. The Network organizes an annual conference for female officers and supports a web site designed to encourage women to consider policing as a career. Go to <a href="http://www.winnipeg.ca/police/WomenInPolicing/womenin_policing.stm">http://www.winnipeg.ca/police/WomenInPolicing/womenin_policing.stm</a></li> </ul>	<p>Will continue to educate supervisors and managers on reasonable accommodation issues.</p> <p>The AEG is planning its second Aboriginal Employee Forum. The first was held in 2004 where employees were able to identify issues affecting recruitment and retention. The second forum will focus on creating a formal structure for the AEG.</p> <p>The AEG will help the organization explore how Elders can provide support to Aboriginal employees.</p>

### **Celebrating Diversity**

- The Aboriginal Employee Group organized the 3<sup>rd</sup> annual celebration of National Aboriginal Day on June 21. The event was attended by about 300 employees.
- All staff are encouraged to attend the National Aboriginal Day Celebration. Operational issues prevent a small number of employees from attending each year.
- Aboriginal employees are encouraged to participate and are released from work to participate in the Aboriginal Employee Group.
- Black History Month and Asian Heritage Month events are promoted widely in the organization and employers are encouraged to participate.
  - Library Services Division (Community Services Department) was actively involved in Black History Month and Asian Heritage Month, helping to celebrate through displays, collections, and programs.
- Departments sponsored and/or participated in numerous community events. They included:
  - Persons Day Breakfast; Aboriginal Youth Achievement Awards; Human Rights Award Luncheon; Helen Betty Osborne Fundraising Gala; Pow-Wow at St. Amant Centre; “Keep the Fire Burning”, an event honoring Aboriginal women; March 21 International Day for Elimination of Racial Discrimination Events.
- During Folklorama Winnipeg Transit employees are permitted to wear outfits reflective of their culture/ethnicity.
- As part of the 90th Birthday Celebration of St. John’s Library, an official ceremony was held at the branch.
- The Library Services Division is actively involved on an annual basis with Black History Month helping to celebrate through displays, collections, and programs.

### **Recognition Award**

- On February 26, 2005, at the Annual Manitoba Black Community Awards, the Winnipeg Police Service was honoured for its efforts in implementing its Employment Equity Policy over the past 20 years, as well as its willingness to work with the Black and Caribbean community. See article in Appendix C.

**Diversity as a core competency...**

Respecting Diversity is a core competency for all employees.

Accomplishments in 2005	Future Plans
<p><b>Diversity as a competency</b></p> <ul style="list-style-type: none"> <li>▪ As previously noted, diversity has been identified as a core competency for all employees.</li> <li>▪ Diversity is added as a core competency for vacant or new position bulletins.</li> <li>▪ Most HR staff have reviewed their skill level regarding diversity as a competency and are taking courses as required.</li> </ul> <p><b>Aboriginal Awareness Training</b></p> <ul style="list-style-type: none"> <li>▪ Training sessions were offered on a weekly basis January –June 2005. Evaluations from everyone who attended were very positive. Attendance was not as high as hoped. Sessions were held in the community at Niji Mahkwa School. Choice of location was also seen by participants as a positive.</li> <li>▪ In thanks for use of their ceremony room, canvas for a teepee was donated to the school. The Teepee will be made by teachers, parents and students and will be used for teachings and ceremonies. The City will be acknowledged for the donation.</li> <li>▪ Sessions were offered monthly starting in October 2005. Sessions were also offered to Departments on demand.</li> <li>▪ A listing of Aboriginal books has been added to the City’s lending library for employee use.</li> </ul> <p><b>Other Diversity Training</b></p> <ul style="list-style-type: none"> <li>▪ Winnipeg Police Services provides Aboriginal and multi-cultural training to all recruits and on-going cultural training for Officers.</li> <li>▪ Community Services offers a one day course on culture. Focus is on understanding the immigrant population.</li> <li>▪ New firefighter, paramedic recruits, and senior officers receive two days of training on diversity and respectful workplace.</li> <li>▪ Other courses such as Respectful Workplace and Addressing Workplace Conflict were offered to all employees through the Corporate Education calendar.</li> <li>▪ Community Services Department assisted with coordinating two panel discussions where refugees living in Winnipeg shared their experiences and what we can do to make our community more receptive and welcoming to refugees. This was a partnership between the Winnipeg Regional Health Authority and the City of Winnipeg, Community Services Department on “New Immigrants.”</li> <li>▪ All diversity related courses that departments sent employees to in 2005 are listed in Appendix B.</li> </ul>	<p>Aboriginal Awareness training remains a priority in 2006. Sessions will be offered monthly and offered to Departments on demand. It is anticipated that this training will continue to be offered for the next several years to ensure that all employees can attend.</p> <p>Planning a workshop on Elders and how they could be used within our structure (EAP, performance issues) is underway.</p> <p>Plans are underway to build a sweat lodge exclusively for civic employees for training and team building.</p> <p>Respectful Workplace training will continue to be a priority.</p>

**Bias-free recruitment and inclusive selection process...**

Staffing processes that are bias-free and inclusive of all, resulting in a more diverse workforce.

Accomplishments in 2005	Future Plans
<p><b>Bias Free Selection Training</b></p> <ul style="list-style-type: none"> <li>▪ In 2004, Departments chose key individuals to be trained in Bias Free Selection</li> <li>▪ They were to begin offering a two day course to managers and supervisors in their departments in 2005 and acting as consultants for the managers and supervisors regarding interviewing.</li> <li>▪ To date, 40 individuals have received training (See Appendix B for list of Departments who have participated).</li> <li>▪ Some obstacles to fuller participation included: many of the trainers expressed the need for additional training and support; demands for other training; difficulty attending two days of training.</li> <li>▪ To address these issues, the Community Services Department developed a one day Bias Free Selection Workshop for delivery to all employees in their Department who are responsible for hiring. Two sessions were held in 2005 (25 employees participated). The remaining sessions are to be completed in 2006. The expectation is that all those involved in recruitment and hiring will attend.</li> </ul> <p><b>Seniority Issues</b></p> <ul style="list-style-type: none"> <li>▪ In 2005, an internal bulletin for an Aboriginal Outreach position (internship) was posted and filled. This position was within the Canadian Union of Public Employees (CUPE) which usually requires the position to be filled by the most senior qualified applicant. CUPE agreed that preference would be given to the qualified, most senior, Aboriginal applicant.</li> <li>▪ This was the second time that CUPE agreed that seniority would not be the deciding factor.</li> </ul> <p><b>Foreign Credentials</b></p> <ul style="list-style-type: none"> <li>▪ Continued to participate in a provincially led project to address barriers for immigrants trained outside Canada.</li> </ul>	<p>Each Department has been asked to create a plan to ensure all managers and supervisors who participate in recruitment and selection will attend the Bias Free Selection training in 2006/2007.</p> <p>Corporate Services is working with each Department to find ways to address barriers to implementing the training and will use the Community Services Department plan as a ‘best practice’.</p> <p>Where it has been identified that class-room training may not be feasible or as effective, will explore how the trainers can act as consultants.</p>

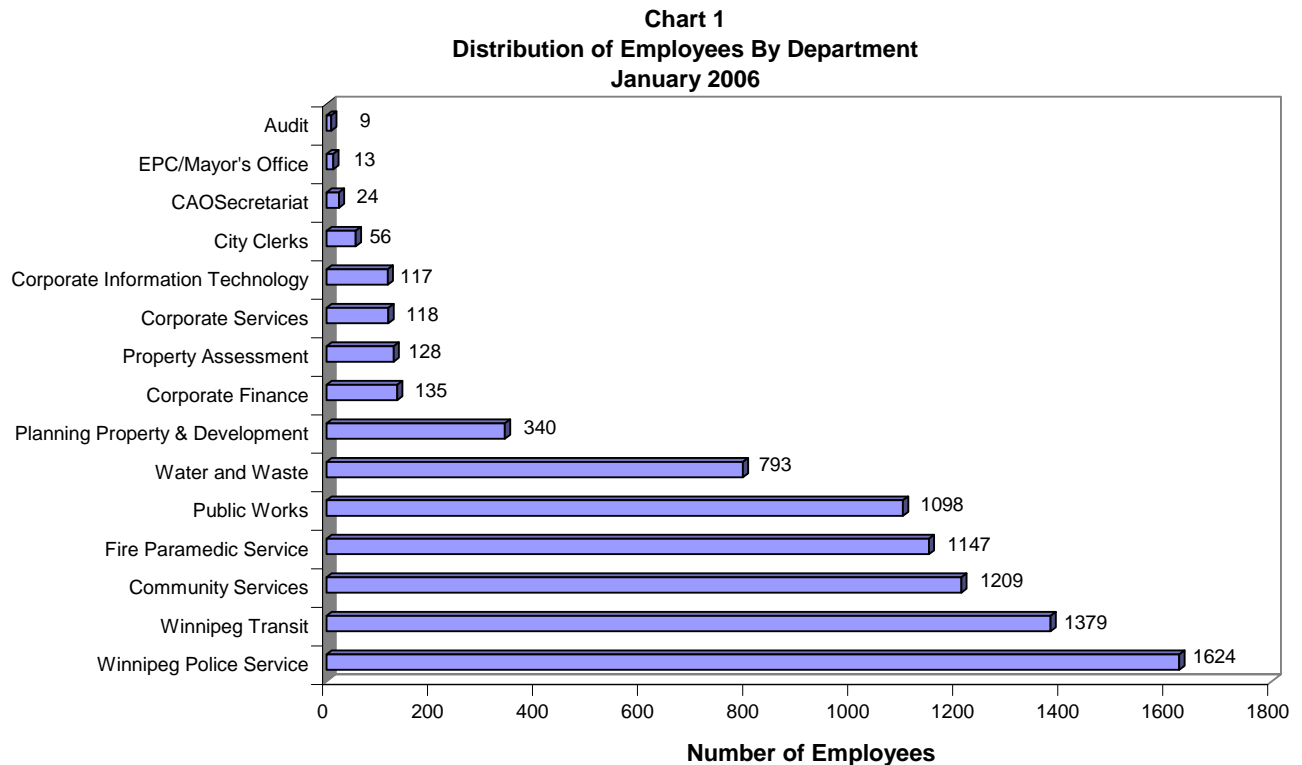
## Workforce Profile - January 2006

### Number of Employees

The workforce profile is a snap shot of the workforce at a specific point in time. To determine if the workforce is changing, the City looks at the same specific point in time and compares it to previous years.

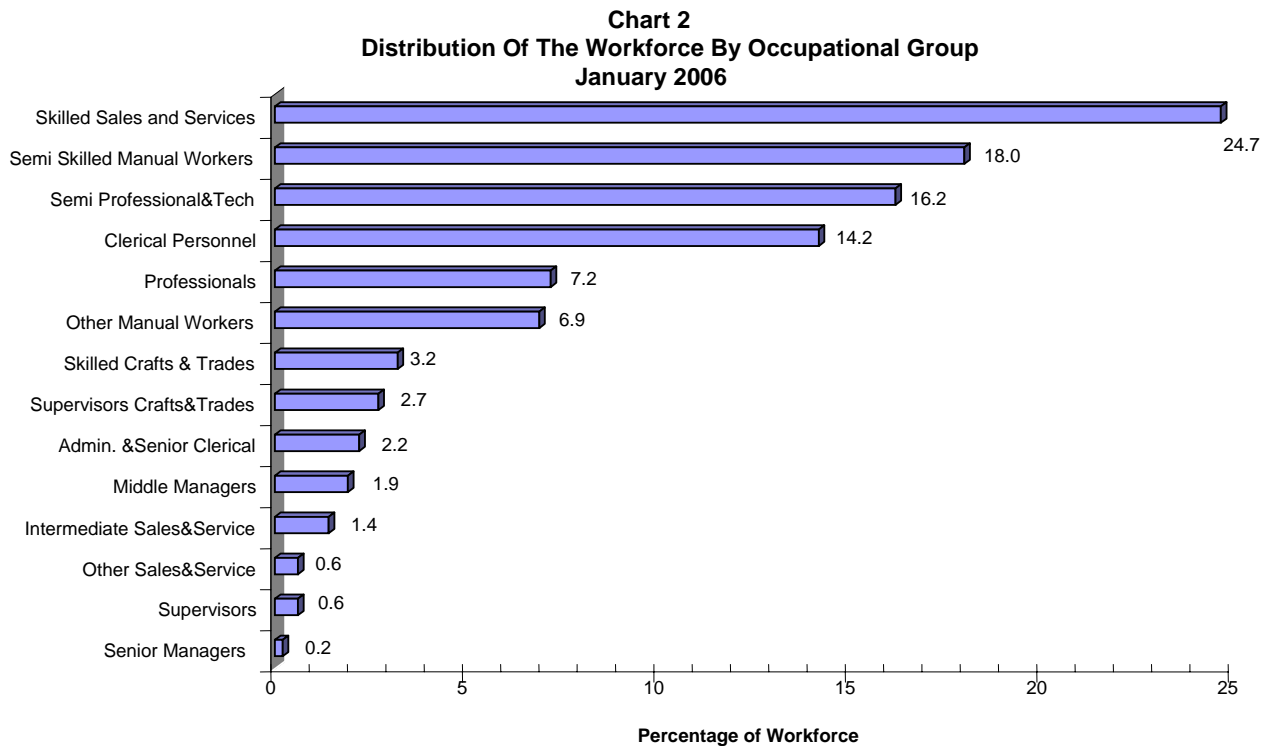
At the beginning of 2006, the City of Winnipeg had just under 8200 paid employees (includes permanent, temporary, part/time, casual and students). This is a slight decrease from the previous year. Except for a slight increase last year, the number of employees has steadily decreased each year for the last fifteen years.

Just under seventy-nine percent of our employees work in five of the fourteen departments (Police, Transit, Community Services, Fire Paramedic Service and Public Works). Chart 1 shows the distribution of employees in each of the Departments.



## Occupations

Just under seventy-five percent of the workforce is concentrated in four occupational groups. This is unchanged from last year. Chart 2 shows the distribution of employees by occupational group.



### Specific occupations within the four largest occupational groups include:

#### Skilled Sales & Service

- Police Officer; Firefighter

#### Semi-Skilled Manual

- Bus Operator; Equipment Operator

#### Semi-Professional & Technical

- Technologist; Technician; Paramedic; Recreation Technician; Instructor Guard; Library Service Assistant

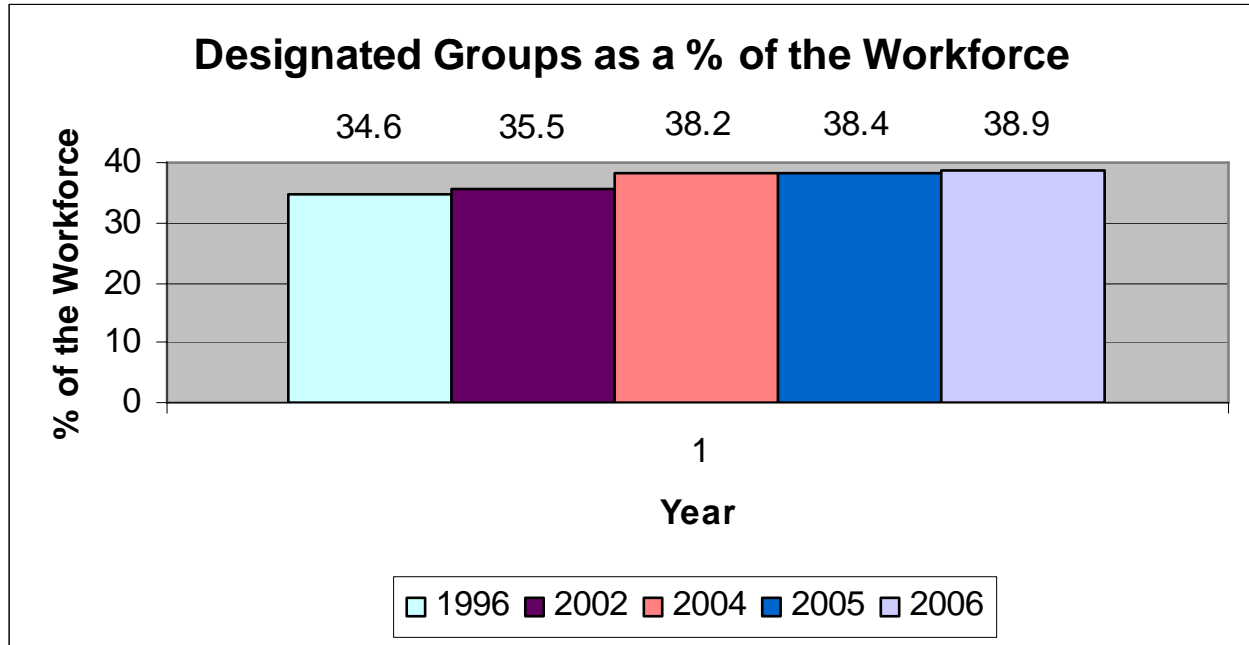
#### Clerical Personnel.

- Clerical Worker; Communication Dispatcher; Library Page; Storekeeper

## Designated Groups as a Percentage of the Workforce

Designated groups made up just under 39 percent of the civic workforce as of January 2006 (all employment types / active employees only). As you can see from the bar graph below, the overall representation of designated group members has been steadily increasing over the years.

Chart 3



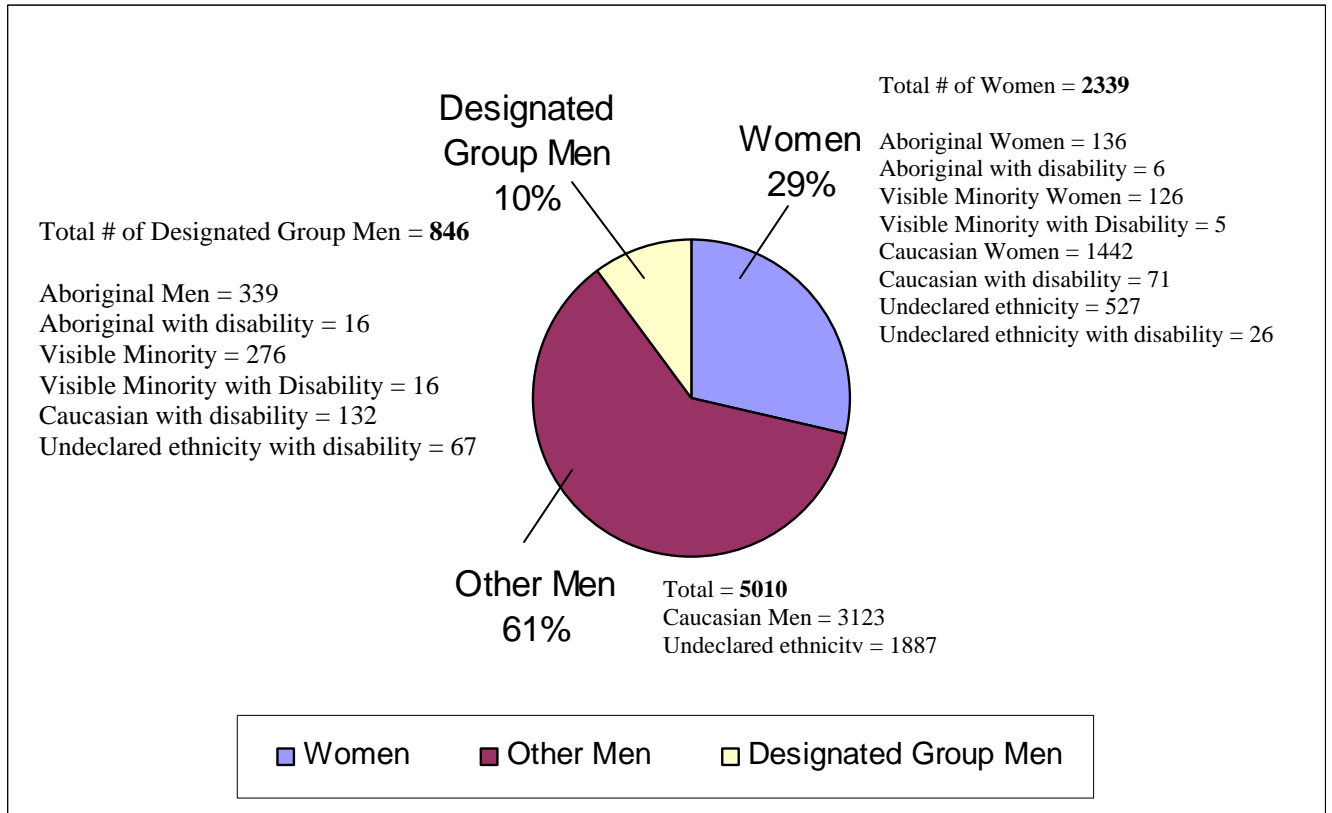
Designated group members include employees who have declared they are women, Aboriginal, belong to a visible minority group or have a disability. Employees who do not declare their ethnicity are assigned the ethnic category of Caucasian. This is a standard practice for all organizations. As of January 2006, 30.8% of active employees had chosen not to declare.

All applicants are encouraged to complete a voluntary declaration. Employees who are hired and have not completed a declaration are sent a letter providing information about why the City asks for this information and are encouraged to complete the form. About half of all new employees who did not complete the voluntary declaration when they applied, choose to complete it after they have been hired. One of the reasons provided by employees for doing so is that they did not want to be offered a job because they belong to a designated group. However once they are hired, they are often willing to provide the information.

## Breakdown of Designated Group Status

A detailed breakdown of those who have not declared their ethnicity can be found in the pie chart below. For the remainder of the report, employees who did not declare have been assigned the ethnic category of Caucasian.

**Chart 4**



## **Representation of Each Designated Group (as of January 2006)**

In January 2005, based on the previous year's workforce analysis, the organization established benchmarks or goals for each of the designated groups. It is upon those benchmarks that the organization measures itself one year later (January 2006) to determine if any progress has been made regarding representation of the four designated groups. The benchmark is a long-term goal. Departments are expected to move towards the benchmark each year. If progress is not being made, the expectation is any barriers preventing progress will be identified and addressed. The benchmark is also used as an annual performance measure in hiring which is addressed later.

Overall, the City has reduced the gaps for all four designated groups. The actual gaps are quite small and with only a few exceptions, representation continues to improve for all four designated groups every year. (See Table 1)

### **Women**

As of January 2006, women comprised 28.5 % of the workforce. This is an increase of 0.2 % from last year but 0.6 % below our benchmark. Last year it was reported the percentage of women had decreased from 2004 (28.6% in 2004) and that further investigation was required to determine the cause. The analysis is a 'snap shot' in time and only captures employees who are actively working at that time. It appears that the main reason for the decrease was a higher number of women were away from the workforce due to maternity and/or parental leave.

### **Aboriginal People**

For Aboriginal people, our benchmark is 7.8% and we achieved 6.2%. We saw an increase of 0.4 % which is double the increase from the previous year. Though we are only 0.6 % from the benchmark, we know the benchmark will likely increase significantly in the coming years due to a rapidly growing Aboriginal population and an increase in the number of Aboriginal people graduating from high school and post secondary education.

### **Visible Minorities**

Visible minorities made up 5.2% of the workforce. This is an increase of 0.2 % from last year. Our goal is to be at 6.7%. Similar to the Aboriginal benchmark, we anticipate this benchmark may increase as the number of immigrants moving to Winnipeg grows.

### **Persons with Disabilities**

Persons with disabilities account for 4.2 % of the workforce and the long-term benchmark is 4.8%. Each year the number of existing employees with a disability that require accommodation is increasing. In previous years, many of these employees were not reflected in these statistics as they have not completed a voluntary declaration. Those departments who have established a process to track employees who have a chronic or long term disability are reflected in the January 2006 statistics.

Establishing an accurate benchmark for persons with disabilities is problematic. The main reason for this is the data to establish the labour market availability is not collected through the Census. Results from a survey called the “Participation and Activity Limitation Survey” completed in 2001 was used to provide labour market available data at a provincial level and at a broad occupational level. This is very different than the other three designated groups where the labour market data is based on the Winnipeg labour market and specific occupations. Because the disability data is compiled at a higher level, the data and benchmarks we have established must be used with caution. In many cases, the data could in fact not be reflective of the labour market availability. In some cases it could be set too low and in other cases set too high. However, the overall goal is to ensure that when we have the opportunity to hire new employees we have a diverse pool of qualified applicants. We will continue to use the benchmarks as guidelines to review our hiring practices and measure our overall representation.

**Table 1**

**Representation of Designated Group Members  
As of January 2006**

<b>Performance Measure</b>	<b>Benchmark for 2005 (LMA)</b>	<b>Jan 2006 Results</b>	<b>Change from Previous Yr.</b>
<b>Percentage of Women in the workforce</b>	<b>31.1%</b>	<b>28.5 %</b>	<b>↑ 0.2 %</b>
<b>Percentage of Aboriginal People in the workforce</b>	<b>7.8%</b>	<b>6.2 %</b>	<b>↑ 0.4 %</b>
<b>Percentage of Visible Minorities in the workforce</b>	<b>6.7%</b>	<b>5.2 %</b>	<b>↑ 0.2 %</b>
<b>Percentage of Persons with Disabilities in the workforce</b>	<b>4.7%</b>	<b>4.2%</b>	<b>↑ 0.6% *</b>

Source: PeopleSoft Systems; 2001 Census; 2001 Participation and Activity Limitation Survey

\* Departments who have established a process to track employees who have a chronic or long term disability are reflected in these statistics. Many of these employees were not reflected in last year’s statistics. This accounts for the majority of the increase from the previous year.

**Revised Benchmarks for 2006**

Workforce analysis to identify under-representation of the four designated groups was completed for January 2006 using 2001 labour market information (LMA). The analysis resulted in very minor revisions to our benchmarks for all four designated groups.

The revisions are the direct result of changes in the overall number of certain occupations. For example, within the broader category of “Other Sales & Service”, the total number of employees in that category decreased from 93 to 50 in 2006.

- For women, the benchmark for 2006 has been revised from 31.1% to 31.0%.
- For Aboriginal peoples, the benchmark has been revised from 7.8% to 7.9%.
- For members of visible minority groups, the benchmark was revised from 6.7% to 6.6%.
- For persons with disabilities, the benchmark has been revised from 4.7% to 4.8%.

**Revised 2006 Benchmarks  
for Designated Group Representation  
Based on January 2006 Workforce Analysis**

<b>Performance Measure</b>	<b>Benchmark for 2006 (LMA)</b>
<b>Percentage of Women in the workforce</b>	<b>31.0%</b>
<b>Percentage of Aboriginal People in the workforce</b>	<b>7.9%</b>
<b>Percentage of Visible Minorities in the workforce</b>	<b>6.6%</b>
<b>Percentage of Persons with Disabilities in the workforce</b>	<b>4.8%</b>

Source: PeopleSoft Systems; 2001 Census; 2001 Participation and Activity Limitation Survey

## Representation by Occupational Group

To better understand representation of the designated groups, you need to look at the analysis by occupational groups. The City is at or above the labour market in many occupations. In most of the occupations representation gaps are small. There are only a small number of occupations where the gap could be considered significant. Note: Gaps (or shortfalls) are expressed in numbers or as percentages (% availability minus % representation).

Representation by occupation group refers to the percentage of all employees in a particular occupation who are members of a designated group. For example, if 45% of all employees in the middle manager occupation are women, their representation in that occupation is 45%.

Our workforce profile categorizes occupations into 14 occupational groups referred to as Employment Equity Occupational Groups (EEOG). These groups are related to the National Occupational Classification (NOC) that Statistics Canada uses in collecting labour force data. Within the 14 occupational groups, there are over 900 different job titles within 145 different occupational codes at the City of Winnipeg. Table 2 lists the various job titles found within each of the 14 occupational groups.

Many factors contribute to changes in the representation of designated groups in the workforce from one year to another. For example, the number of employees hired or promoted can vary from one year to another. Changes in the rate of self-identification of designated group members can also affect the statistical profile. As previously explained, as of January 2006, 30 percent of the workforce had not declared.

### Determining ‘Significant’ Gaps

Theoretically, under-representation could be said to exist when any gap is present, regardless how small. However, sometimes a gap may not be truly indicative of potential barriers. It could be the result of chance or coincidence.

Significant under-representation exists whenever the representation gap is at 20% or higher or where the gap, expressed in terms of actual numbers of employees, is between 30 and 50 designated group members for that occupational group. (*Guidelines for the Employment Equity Act and Regulations: Guideline 5: Workforce Analysis - Part B – Determining Significant Under-Representation*).

Although a gap could be small for a particular designated group, it may be significant when the overall picture is examined. In the case of Aboriginal peoples and persons with disabilities, the numbers required for expected representation may be fairly small. For example, a gap of one person in actual terms could represent serious under-representation of that designated group, if the representation rate within that occupational group in the employer’s workforce is zero or close to zero. For this reason, particular care should be taken in assessing the situation of these two groups during the workforce analysis and in setting appropriate goals subsequently.

Table 2 reflects representation of the designated groups in each of the 14 occupational groups. The table tells you if we are representative (at or above the labour market), within an acceptable range of the labour market (gap is between 1-5 %) or below the labour market (gap is greater than 5 %).

**Table 2**

**Representation of Designated Group Members  
All Employment Types / Active Only  
As of January 2006**

Results reported as follows:

- ↑ = At or Above the Labour Market Availability (LMA)
- ↔ = Within an acceptable range of LMA (gap between 1-5 %)
- ↓ = Below LMA (greater than 5% gap)

Note: Based on employees who have declared.

Source: PeopleSoft Systems; 2001 Census; 2001 Participations and Activity Limitation Survey

Performance Measure	2005 Benchmark (LMA)	
Percentage of Designated Group members within each Employment Equity Occupational Group	To be at or above LMA	
Employment Equity Occupational Group	Designated Group	Results
<b>Senior Managers</b>	<b>Women</b>	↑
Job Titles include: Chief Administrative Officer, Chief of Police, Chief Operating Officer, Directors of Departments	<b>Aboriginal</b>	↑
	<b>Visible Minority</b>	↓
	<b>Disabilities</b>	↔*
	<b>Middle Managers</b>	<b>Women</b>
Job Titles include: Deputy Chiefs, Superintendent Police, Inspector Police, Platoon Chief, Assistant Director, Managers who report to Department Director	<b>Aboriginal</b>	↑
	<b>Visible Minority</b>	↔
	<b>Disabilities</b>	↔

**Professionals**

Job Titles include: Accountant, Administrator, Analyst, Consultant, Coordinator, Engineer, Librarian, Solicitor, IT Specialist, Planner

**Women**

↑

**Aboriginal**

↔

**Visible Minority**

↔

**Disabilities**

↔

**Semi-Professionals & Technical**

Job Titles include: Paramedic, Library Service Assistant, Technician, Technologist, Tech Assistant, Recreation Technician, Instructor Guard

**Women**

↑

**Aboriginal**

↔\*

**Visible Minority**

↔\*

**Disabilities**

↑

**Supervisors**

Job Titles include: Superintendent, Supervisor, Foremen

**Women**

↓

**Aboriginal**

↔

**Visible Minority**

↔

**Disabilities**

↔\*

**Craft & Trades Supervisors**

Job Titles include: Inspector (Water & Waste, Transit), Superintendent and Supervisor of Trades and Craft positions

**Women**

↔

**Aboriginal**

↔

**Visible Minority**

↔

**Disabilities**

↑

**Administrative & Senior Clerical**

Job Titles include: Administrative Assistant, Executive Assistant, Appraiser, Assessor, Buyer, Legal Steno, Accounting Technician

**Women**

↔

**Aboriginal**

↔

**Visible Minority**

↑

**Disabilities**

↔

### Skilled Sales & Service

Job Titles include: Police Constable, Sergeant and Detective; Captain and Firefighter

Women



Aboriginal



Visible Minority



Disabilities



### Skilled Craft & Trades

Job Titles include: Electrician, Carpenter, Machinist, Mechanic, Painter, Welder, Plumber

Women



Aboriginal



Visible Minority



Disabilities



### Clerical

Job Titles include: Clerk A, B, C, Senior and Principal; Meter Reader, Library Page, Storekeeper, Call Taker, Dispatch, Communications Operator

Women



Aboriginal



Visible Minority



Disabilities



### Intermediate Sales & Service

Job Titles include: Inspector (Building Trades, Health, Housing); By-Law Inspector, Officer Park Police, Zoo Keeper, Kennel Attendant, River Patrol Officer

Women



Aboriginal



Visible Minority



Disabilities



### Semi-Skilled Manual

Job Titles include: Bus Operator, Truck Driver, Equipment Operator, Gardener, Operator Printing Machine

Women



Aboriginal



Visible Minority



Disabilities



<b>Other Sales &amp; Service</b>	<b>Women</b>	↓
	<b>Aboriginal</b>	↓
Job Titles include: Caretaker, Janitor, Parking Lot Attendant, Locker Room Attendant, Cashier	<b>Visible Minority</b>	↔
	<b>Disabilities</b>	↑
<b>Other Manual</b>	<b>Women</b>	↓
	<b>Aboriginal</b>	↓
Job Titles include: Helper, Labourer, Trades Helper, Student Labourer, Maintenance Worker, Utility Worker	<b>Visible Minority</b>	↔
	<b>Disabilities</b>	↑
<b>Overall</b>	<b>Women</b>	↔
	<b>Aboriginal</b>	↔
	<b>Visible Minority</b>	↔
	<b>Disabilities</b>	↔

\* \* These occupational groups have a gap of less than 5 % but the gap expressed in actual number of employees is 38-60 or representation is zero or close to zero. The expectation for these occupational groups should there be opportunity to hire new employees is to find ways to attract qualified applicants from that particular designated group.

## **Occupations Below Labour Market Availability**

The following page lists specific occupations below the labour market.

Positions marked with a single asterisk are positions almost always filled internally by existing employees who require alternative duties due to a disability. This prevents the ability to increase diversity in this occupation unless by chance the individual belongs to a designated group.

Positions marked with a double asterisk are positions almost always filled internally by existing employees due to contractual agreements. For example: Police Officers are promoted to more senior positions based on a combination of merit and seniority; and employees are promoted to foremen positions based on meeting minimum threshold requirements and being most senior.

<p><b>Women</b></p> <ul style="list-style-type: none"> <li>▪ Middle Managers <ul style="list-style-type: none"> <li>○ Inspector / Staff Sergeant in Police**</li> </ul> </li> <li>▪ Professional <ul style="list-style-type: none"> <li>○ Specialist/Project Leader/Coordinators in IT</li> </ul> </li> <li>▪ Semi-Professional/Technical <ul style="list-style-type: none"> <li>○ Technician/Technologist; Inspector Building Trades; Paramedics</li> </ul> </li> <li>▪ Supervisors <ul style="list-style-type: none"> <li>○ Finance; Foremen positions**</li> </ul> </li> <li>▪ Administrative <ul style="list-style-type: none"> <li>○ Officers related to Contracts, Negotiators, Real Estate, Customer Service</li> </ul> </li> <li>▪ Intermediate Sales/Service <ul style="list-style-type: none"> <li>○ Zoo Keeper / Animal Services Officer; Officer Park Police; Inspectors in Housing/Property</li> </ul> </li> <li>▪ Semi-Skilled Manual <ul style="list-style-type: none"> <li>○ Bus Operator; Operator Pumping Station/Treatment Plant</li> </ul> </li> <li>▪ Other Sales/Service <ul style="list-style-type: none"> <li>○ Caretaker*; Parking Lot Attendant*; Farebox Handler</li> </ul> </li> <li>▪ Other Manual <ul style="list-style-type: none"> <li>○ General Helper; Utility Worker</li> </ul> </li> </ul>	<p><b>Aboriginal People</b></p> <ul style="list-style-type: none"> <li>▪ Professional <ul style="list-style-type: none"> <li>○ Neighbourhood Planner; Traffic Analyst; Coordinators in Recreation; Research Analyst</li> </ul> </li> <li>▪ Semi-Professional &amp; Technical <ul style="list-style-type: none"> <li>○ Instrument Technician; Paramedic; Library Service Assistant; Instructor Guard</li> </ul> </li> <li>▪ Craft &amp; Trades Supervisors <ul style="list-style-type: none"> <li>○ Building Maintenance; Mechanic</li> </ul> </li> <li>▪ Supervisors Craft &amp; Trade <ul style="list-style-type: none"> <li>○ Foremen positions**</li> </ul> </li> <li>▪ Skilled Craft &amp; Trades <ul style="list-style-type: none"> <li>○ Body Repairer</li> </ul> </li> <li>▪ Intermediate Sales/Service <ul style="list-style-type: none"> <li>○ Zoo Keeper</li> </ul> </li> <li>▪ Semi-Skilled Manual <ul style="list-style-type: none"> <li>○ Equipment Operator **; Building Servicer **</li> </ul> </li> <li>▪ Other Sales &amp; Service <ul style="list-style-type: none"> <li>○ Caretaker*</li> </ul> </li> <li>▪ Other Manual <ul style="list-style-type: none"> <li>○ Maintenance Worker; Labourer; Utility Worker **</li> </ul> </li> </ul>
<p><b>Visible Minorities</b></p> <ul style="list-style-type: none"> <li>▪ Senior Managers <ul style="list-style-type: none"> <li>○ Department Director</li> </ul> </li> <li>▪ Middle Managers <ul style="list-style-type: none"> <li>○ Inspector; Staff Sergeant in Police**</li> </ul> </li> <li>▪ Professional <ul style="list-style-type: none"> <li>○ Coordinators; Analysts; Engineers; Neighbourhood Planner; Traffic Analyst</li> </ul> </li> <li>▪ Semi-Professional &amp; Technical <ul style="list-style-type: none"> <li>○ Technician/Technologist; Instructor Guard</li> </ul> </li> <li>▪ Supervisors Craft &amp; Trade <ul style="list-style-type: none"> <li>○ Transit Inspectors</li> </ul> </li> <li>▪ Skilled Craft &amp; Trades <ul style="list-style-type: none"> <li>○ Mechanic; Machinist; Body Repairer; Welder</li> </ul> </li> <li>▪ Clerical <ul style="list-style-type: none"> <li>○ Storekeeper **</li> </ul> </li> <li>▪ Semi-Skilled Manual <ul style="list-style-type: none"> <li>○ Operator Pumping Station / Treatment Plant</li> </ul> </li> <li>▪ Other Manual <ul style="list-style-type: none"> <li>○ Labourer; Utility Worker **</li> </ul> </li> </ul>	<p><b>Persons with Disabilities: Nil</b></p>

## Representation by Employment Type or Job Status in 2005

The City of Winnipeg has a higher percentage of women in part time and casual positions than any other group. The vast majority of men are found in permanent positions. Designated group members who are Aboriginal, visible minority and persons with disabilities are most often found in permanent positions.

When compared to ten years ago, the overall percentage of Caucasian employees decreased from 92.3 % in 1996 to 88.6 % in 2006. The percentage of designated group members in permanent positions has increased for all four groups over the same time period from between 1-4 %.

**Table 3**  
**Type of Employment / Job Status**  
**As of January, 2006**

	<b>Permanent</b>	<b>Temporary</b>	<b>Seasonal</b>	<b>Part Time / Casual</b>	<b>Other</b>	<b>Total</b>
<b>Caucasian</b>	6255	143	201	633	31	7263 (88.6%)
Women	1513	63	33	442	8	2059
Men	4742	80	168	191	23	5204
<b>Aboriginal</b>	428	12	10	53	1	504 (6.2%)
Women	97	10	1	37		145
Men	331	2	9	16	1	359
<b>Visible Minorities</b>	356	10	3	59		428 (5.2%)
Women	89	8	0	38		135
Men	267	2	3	21		293
<b>Persons with Disabilities</b>	303	7	10	20	1	341 (4.2%)
Women	85	3	5	16		109
Men	218	4	5	4	1	232
<b>Total</b>	<b>7039 (85.8%)</b>	<b>165 (2.0%)</b>	<b>214 (2.6%)</b>	<b>745 (9.1%)</b>	<b>32 (0.4%)</b>	<b>8195 (100%)</b>
Women	1699	81	34	517	8	2339 (28.5%)
Men	5340	84	180	228	24	5856 (71.5%)

To avoid double counting, persons with disabilities are not reflected in the overall total.  
Other = Retired, Student and Contract employees

Source: PeopleSoft Systems

## **Opportunity to Increase Diversity Through Hiring**

Opportunity to increase workforce diversity depends in part on the number of exits from and hiring into an organization. Traditionally, the turnover rate for the City is between 5-7% and 2005 was 6.4% (this includes all exits including disciplinary, death and retirement). Due to size and staff turnover, some departments have much more opportunity to hire new employees than others (i.e. Police Services, Transit, Community Services and Fire Paramedic Service). With about 1/3 of the City workforce eligible to retire by the end of 2010 and slightly over 1/2 by the end of 2015, there is an opportunity to ensure City employees continue to reflect the community they serve.

In some departments, there is not an opportunity to hire externally because the recruitment source or feeder pool is actually the internal or existing workforce. (e.g. Staff Sergeants in Police; senior clerical positions). In those situations, the City must ensure that those hired into the feeder group are representative.

Whether the gaps are significant or small, the City recognizes that every new employee hired can make a difference. Building a diverse workforce cannot be accomplished overnight. The City is committed to continue making use of opportunities for both external and internal recruitment. These include increased retirement rates, as well as ongoing succession planning.

## **Hires in 2005**

There were 1349 employees hired in 2005, compared to 1142 in 2004 and 919 in 2003. The increase in hiring occurred mainly in the clerical, supervisor (craft & trade) and manual occupations. This total does not include seasonal employees who were laid off in 2004 and recalled back to employment in 2005. However it does include students and others in summer or temporary employment that ended in 2004, who were rehired in 2005. If these rehires are excluded, the total number of new hires in 2005 was 879. Each will be examined separately.

## **All Hires in 2005 (Total of 1379)**

The number of hires has increased each year for the past several years and it is anticipated it will continue to increase slightly for the next couple of years. This is due mainly to the aging workforce and the rising number of employees who are retiring. Except for the supervisor positions, these hires were mainly temporary, seasonal, summer student or part time positions/casual.

Similar to previous years, over 85 % of the 2005 hires occurred in the following five occupational groups. Below are the five groups and the occupations that made up the majority of the hires:

Manual: Student Labourers (65%); and labourer (13%)

Semi-Professional & Technical: Recreation Technicians (64%); Instructor Guards (12%); Technician Assistants (15%)

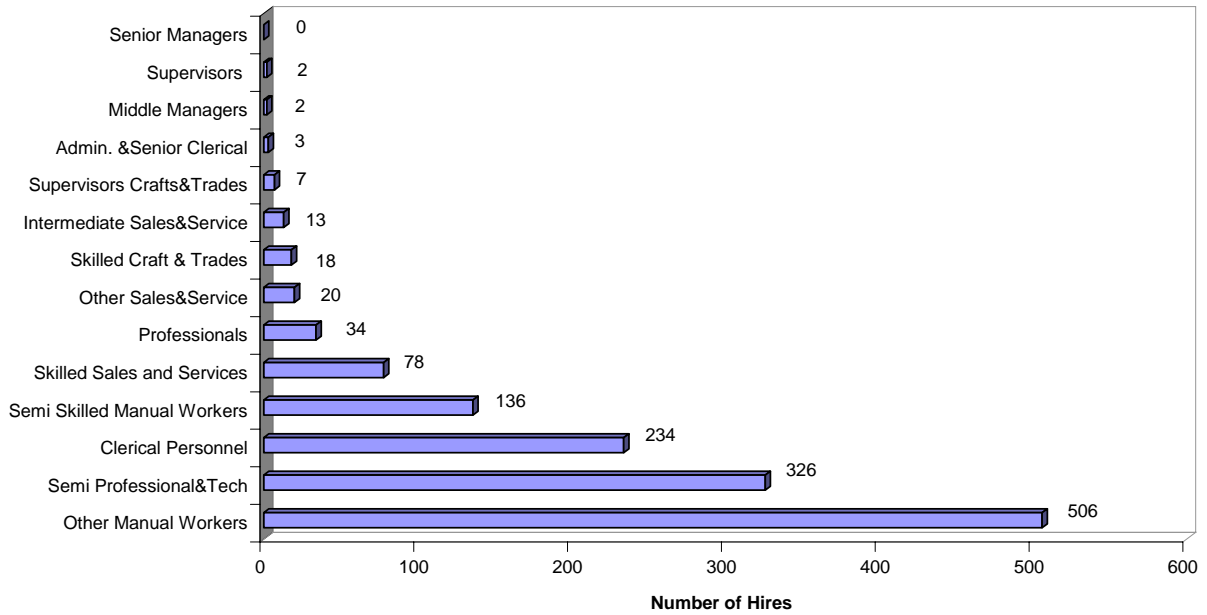
Clerical: Entry level Clerk A (52%); Library Page (25%); Student Meter Reader (10%)

Semi-Skilled Manual: Bus operators (60%); and Entomology Assistant Technician (36%)

Skilled Sales & Service: Police officer; Fire Fighter; and Paramedic

Of these five groups, only the bus operators in the semi-skilled manual group were hired into permanent positions. Aside from summer student positions, the other positions are filled on a temporary, part time or casual basis and at the entry level. As you gain seniority and experience, you can apply to other positions that are posted internally. Chart 5 shows the distribution of the 1379 hires across all occupational groups.

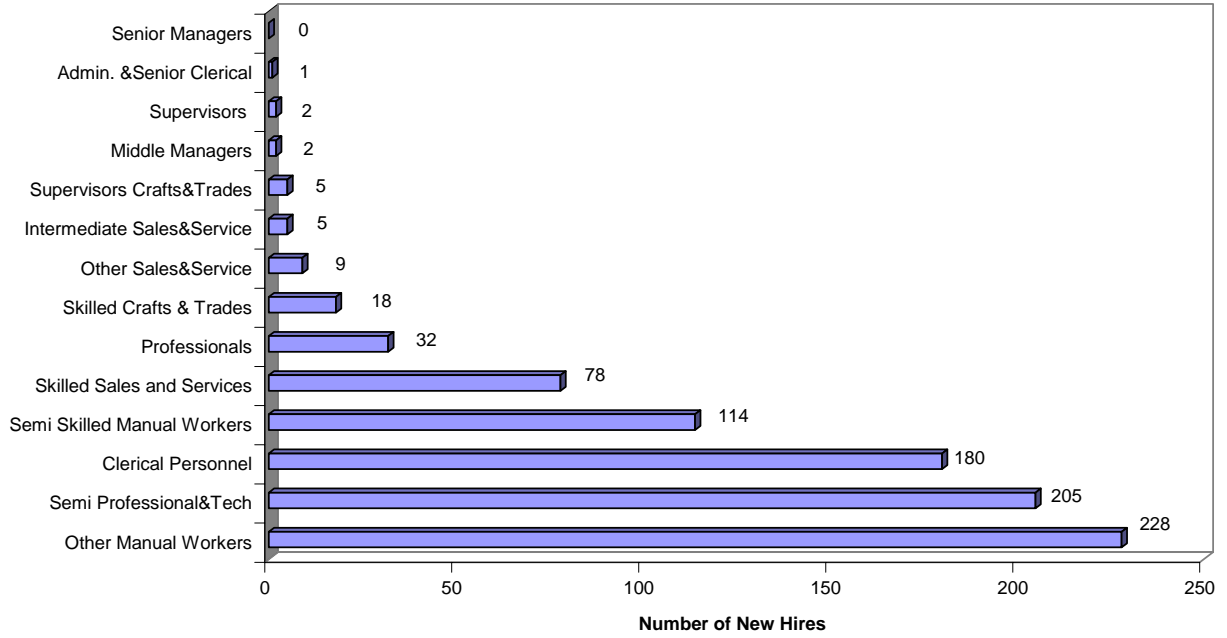
**Chart 5**  
**Distribution of Hires in 2005 By Occupational Group**  
**(Includes Rehires but not Seasonal Layoff/Recalls)**



**New Hires in 2005 (Total of 879)**

Similar to above, the vast majority of new hires (83%) occurred in the same five occupational groups listed above. Chart 6 shows the distribution of the 879 new hires.

**Chart 6**  
**Distribution of New Hires in 2005 By Occupational Group**



## **Hiring and Labour Market Availability**

In order to increase representation of designated groups (reduce the gap), the City needed to hire above the benchmark (LMA). As previously explained, the City has established a benchmark or goal for each of the designated groups. This is the performance measure.

In 2005, the City's rate of hiring met or exceeded the labour market in all designated groups except persons with disabilities.

The following page shows the 2005 hiring results by designated group. Table 4 looks at all the hires (1379) and Table 5 looks at the only the new hires. It is noteworthy that when looking at the new hires, the percentage of designated group members was higher than for all the hires that included summer rehires.

**Table 4**

**Designated Group Members Hired in 2005  
(Includes Rehires but excludes Recalls from Seasonal Layoff)**

Performance Measure	Benchmark (LMA)	2005 Results
Percentage of Women hired in 2005	31.1%	35.7 %
Percentage of Aboriginal People hired in 2005	7.8%	7.8 %
Percentage of Visible Minorities hired in 2005	6.7%	9.7 %
Percentage of Persons with Disabilities hired in 2005	4.7%	1.9 %

**Table 5**

**Designated Group Members Hired in 2005  
(Only includes New Hires)**

Performance Measure	Benchmark (LMA)	2005 Results
Percentage of Women hired in 2005	31.1%	38.3%
Percentage of Aboriginal People hired in 2005	7.8%	9.3 %
Percentage of Visible Minorities hired in 2005	6.7%	11.8 %
Percentage of Persons with Disabilities hired in 2005	4.7%	2.1 %

Note: Twenty-one percent of the new hires completed voluntary declarations.

Source: PeopleSoft Systems; 2001 Census; 2001 Participation and Activity Limitation Survey

## Hiring and Employment Type/Status

In the past, most new hires at the City of Winnipeg were students, part time or seasonal in nature and only a small number were hired into permanent positions. In 2003, only 11.2 % of new employees were hired into permanent positions. However, this doubled to 22.4 % in 2004 and again increased in 2005 to 25.1%. See chart 7 below for a breakdown of hiring by employment type in 2005. Chart 8 shows a breakdown by designated group.

Regarding permanent positions, women made up 19 % of the new hires in 2005. This was an increase from 18.4% in 2004. Only 6.3 % permanent new hires in 2004 were filled by Aboriginal people. This is the second year in a row that saw a decrease. It was 11.0 % in 2004 and 7.8% in 2003. The percentage of visible minorities hired into permanent positions increased from 7.8 % in 2004 to 13.1 % in 2005. The percentage of persons with disabilities hired into permanent positions remained unchanged at 1%.

Chart 7

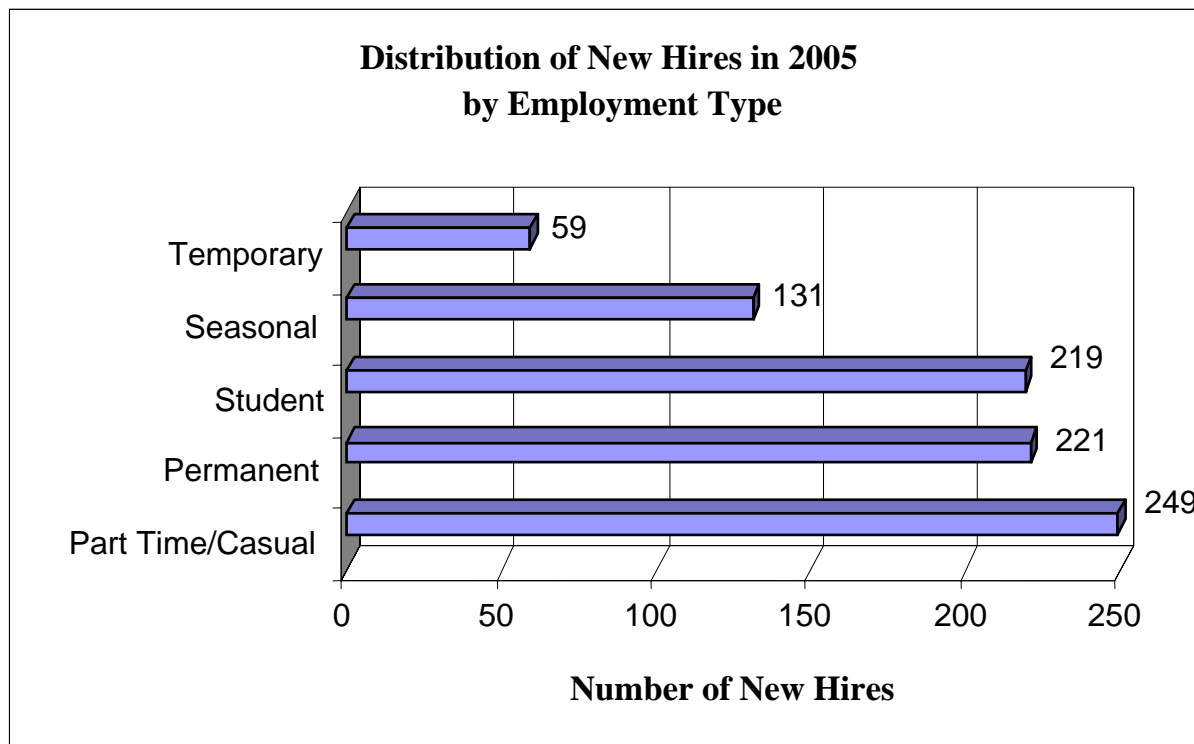
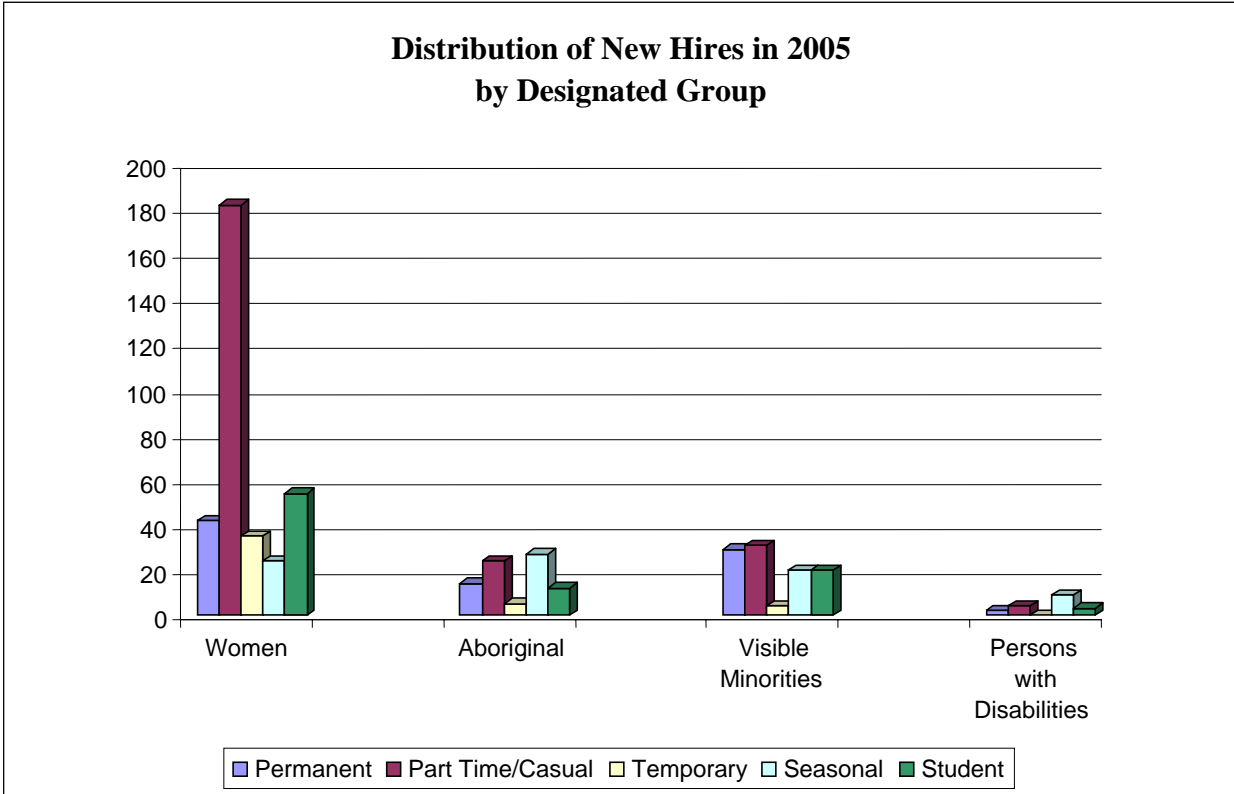


Chart 8



## Appendix A – Recruitment and Outreach Activities in 2005

(Note: This list may not include all fairs and presentations by other departments.)

Listed below are the career fairs the City of Winnipeg participated in and employment presentations provided to various schools and other community groups and agencies in 2005.

Date	Career Fair/ Event	Target Audience	Participating Departments
Jan 12	University of Winnipeg Career Symposium	University students	Community Services (Insect Control and Recreation)
Jan 19	University of Manitoba Science Job Fair	University students	Community Services
Jan 27	College St. Boniface Career Fair	College students	Community Services (Libraries and Recreation)
Feb 12	Afro-Caribbean Association Job Fair	Afro-Caribbean community	Citizen Equity Committee (CEC) Winnipeg Police Service, Winnipeg Transit
Feb 15	Presentation on Bus Operators Andrews Street Family Centre	Aboriginal people	Winnipeg Transit
Feb 15	NorthWest Law Enforcement Academy	Students	Winnipeg Police Service
Feb 15	Verna J. Kirkness Adult Learning Centre	Students	Winnipeg Police Service
Feb 16	Winnipeg Chamber of Commerce, 4 <sup>th</sup> Annual Aboriginal Job Fair	Aboriginal People	Corporate Services, Winnipeg Police Service, Winnipeg Transit
Feb 23	University of Manitoba Depart. of Sociology	Students	Winnipeg Police Service
Mar 1-3	Rotary Career Symposium	High School students across Manitoba	CEC, Community Services, Corporate Services, Fire Paramedic Service, Winnipeg Police Service, Winnipeg Transit
Mar 7-9	Brandon Career Symposium	Students	Winnipeg Police Service
Mar 16	University of Winnipeg Students Association Career Fair	University students	Winnipeg Police Service
Mar 17	Inner City Aboriginal Neighbours Job Fair	Aboriginal people	Winnipeg Police Service, CEC
Mar 21	Presentation on clerical/administrative jobs at City of Winnipeg - Provincial Recruitment Initiative, Manitoba Metis Federation	Metis people	Corporate Services, CEC
Mar 23	Presentation to University College of the North Students – The Pas, Manitoba	University students	Winnipeg Police Service
Mar 23	Red River College Student Association Job Fair	Students	Community Services, Corporate Services, Winnipeg Police Service

Date	Career Fair/ Event	Target Audience	Participating Departments
Mar 23- Apr 21	Elmwood High School, Job Speaker Series	Students	Winnipeg Police Service
May 4	Presentation on Resumes and Cover Letters	Jewish Federation Grow Winnipeg	Corporate Services
May 17	Presentation on Resumes and Cover Letters at Success Skills Centre	New immigrants	Corporate Services, CEC
May 18 &19	9 <sup>th</sup> Annual Vision Quest Business/economic conference.	Aboriginal people	CEC, Community Services, Corporate Services, Planning Property & Development
May 28	Philippine Career Information Session	Filipino community	CEC, Community Services, Corporate Services, Fire Paramedic Service, Winnipeg Police Service, Winnipeg Transit
May 28	CKJS Filipino morning show radio broadcast (Tagalog)	Filipino community	Corporate Services, CEC
June 10	Portfolio Presentation Day at Tech Voc	Students	Winnipeg Police Service
June 11	Winnipeg Transit Career Open House	Various	Winnipeg Transit
Oct 6	Vincent Massey Collegiate	Students	Winnipeg Police Service
Oct 13	Information Table , University of Winnipeg	Students	Winnipeg Police Service
Oct 17	University of Winnipeg Info Session	Students	Winnipeg Police Service
Oct 21	CJOB radio interview with Richard Cloutier	Various	Winnipeg Police Service
Oct 21	Nighthawk radio interview with Geoff Currier	Various	Winnipeg Police Service
Oct 22	Winnipeg Police Service Career Symposium	Various	Winnipeg Police Service
Oct 24	Elmwood Cadet Corps	Students	Winnipeg Police Service
Oct 27	2nd Annual Jewish Federation of Winnipeg Job Exchange Network	New immigrants, youth	Corporate Services, Winnipeg Transit
Nov	University of Manitoba Science Job Fair	Science Students	Community Services (Insect Control)
Nov 2	University of Manitoba Information Session	Students	Winnipeg Police Service
Nov 3	3 rd Aboriginal Career Exploration Fair	Aboriginal people	Corporate Finance, Corporate Services, Fire Paramedic Service, Winnipeg Police Service, Winnipeg Transit
Nov 24	Daniel McIntyre Collegiate Institute Career Day	Students	Winnipeg Police Service
Nov 24	Presentation to Grade 9's at the Training Academy	Students	Winnipeg Police Service

Date	Career Fair/ Event	Target Audience	Participating Departments
Nov 28	Presentation on employment opportunities - Employment Solutions for Immigrant Youth	Immigrant youth from 16-29 years of age	Corporate Services
Nov 28 & 29	BluePrint for the Future	Aboriginal youth	Corporate Services, Fire Paramedic Services, Planning Property & Development, Water and Waste, Winnipeg Police Service, Winnipeg Transit
Nov 29	Manitoba Aboriginal Youth Career Awareness Event	All schools in the west end area; grade 9 – 12	Corporate Services, Water and Waste
Nov 30	Partners for Workplace Inclusion	Persons with Disabilities	Winnipeg Transit
Dec 1	2nd Annual Yellowquill College Career Day	Aboriginal students	Citizen Equity Committee, Corporate Services, Planning Property & Development, Winnipeg Transit
Dec 20	CKJS Filipino morning show radio broadcast (Tagalog)	Filipino community	Winnipeg Police Service

## Examples of advertisements/marketing materials in 2005

So much more than a Uniform . . .  
The Winnipeg Police Service




**APPLY NOW**

For further information  
**986-6204**  
[www.winnipeg.ca/police](http://www.winnipeg.ca/police)



**Summer Recreation  
Employment  
Opportunities**




**Program Leaders for Wading Pools, Facilities,  
Children's & Youth Programs**

Interested individuals **MUST APPLY IN PERSON** at one of the following locations:

**Winnipeg City Hall, Main Floor, 510 Main Street Administration Building**  
January 24th - April 7th, 2005  
Monday to Friday 9:00 am to 11:30 am & 1:00 pm to 4:00 pm

**Fort Rouge Leisure Centre, 625 Osborne St. South**  
Friday, February 11th, 2005 4:00 pm to 8:00 pm

**St. John's Leisure Centre, 601 Aikins Street**  
Saturday, March 19th, 2005 Noon to 5:00 pm

**All applicants must bring the following:**  
A Current Resume  
Photocopies of current certification in Emergency First Aid, and Level "C" CPR

**At the time of application you will be asked to complete:**  
A City of Winnipeg Application Form  
A Preplacement Health Assessment Form  
A Criminal Record Check Form  
A screening interview to identify relevant skills and experiences

**For information phone:** Sandy 986-3453 or Fernando 986-3214  
or the 24 hour employment information line: Access 1-2-3 (984-4636)  
**Visit our Website:** [www.winnipeg.ca/hr](http://www.winnipeg.ca/hr)

**"An Employment Equity Employer"**  
"Aboriginal Persons, Women, Visible Minorities and Individuals with Disabilities are encouraged to self-declare in their cover letter"

We're looking for people with  
**DRIVE**

[winnipegtransit.com](http://winnipegtransit.com)  
ph: 986-5782




**TRANSIT**

## Appendix B – Equity & Diversity Training and Education in 2005

The City of Winnipeg is committed to creating a dynamic and diverse workforce of highly skilled employees delivering excellent service to the citizens of Winnipeg. Workshops on a variety of topics are offered by the Equity & Diversity Branch in Corporate Services to support this goal. Customized workshops are also available to all Departments.

Below is a summary of the courses that employees attended in 2005 related to equity and diversity followed by a short description of the courses. There are also a number of other courses offered through the Corporate Education Branch or individual Departments that support diversity that are not listed below (e.g. Rising Star – Job Bulletins, Resumes and Interview; Workforce Planning; and On-line learning modules - Respectful Workplace, Giving and Receiving Feedback).

Name of Course	# of Sessions	Length of Session	# Who Attended	Participating Departments
Aboriginal Awareness	16	Two days	127	CAO Secretariat City Clerks Community Services Corporate Information Technology Corporate Services Fire Paramedic Service Planning Property & Development Property Assessment Public Works Water & Waste Winnipeg Police Service Winnipeg Transit
Aboriginal Perceptions Course	1	5 days	17	Corporate Services Winnipeg Police Service
Addressing Workplace Conflict	2	Two days	33	City Clerks Community Services Corporate Information Technology Corporate Services Fire Paramedic Service Mayor's Office Planning Property & Development Public Works Water & Waste Winnipeg Police Service
Bias Free Selection	3	Varies from 1-2 days	40	Community Services Corporate Services Water & Waste Winnipeg Police Service Winnipeg Transit

Name of Course	# of Sessions	Length of Session	# Who Attended	Participating Departments
Create a Dynamic and Diverse Workforce	2	Varies from 1/2 day to one day	19	Community Services Fire Paramedic Service Property Assessment Winnipeg Police Service
Communication Skills	2	One day	11	Fire Paramedic Service
Cultural Awareness	1	One day	20	City Clerks Community Services Fire Paramedic Service Water & Waste Winnipeg Police Service
Disability Awareness	4	1/2 day	27	City Clerks Community Services Water & Waste Winnipeg Transit
Foundations Of Supervisory Development	3	1/2 day	63	Community Services Corporate Finance Corporate Information Technology Planning Property & Development Property Assessment Public Works Water & Waste Winnipeg Police Service Winnipeg Transit
Reasonable Accommodation	3	1/2 day	85	Public Works (Supervisors) Foremen in numerous departments (part of foremanship training)
Respectful Workplace	41	Varies from 1 hr to 1/2 day	458	City Clerks Community Services Corporate Services Fire Paramedic Service Mayor's Office Planning Property & Development, Public Works Water & Waste Winnipeg Police Service Winnipeg Transit
Diversity Action Plan and Report Card	15	2 hours	50	All Human Resource Managers Community Services Managers Library Services Division Leaders Employees from various levels in several departments
<b>Total</b>			<b>950</b>	

### **Aboriginal Awareness** (2 days)

**Target Audience:** Employees at all levels.

**Presenters:** External trainers from within the Aboriginal Community

**Description:** Increases awareness and understanding of Aboriginal peoples. Participants introduced to the historical, cultural and contemporary issues faced by Aboriginal people throughout Canada. Have opportunity to experience a smudge. Participation in the smudge is not mandatory; participants are free to absent themselves during the smudge.

### **Aboriginal Perceptions** (5 days)

**Target Audience:** Police members in the Winnipeg Police Service, RCMP and staff in City Departments or outside agencies that work with Police Officers

**Presenters:** Combination of external and internal trainers from the Aboriginal community

**Description:** This workshop exams the historical and contemporary issues of Aboriginal people.

### **Addressing Workplace Conflict** (2 days)

**Target Audience:** All employees, union/association representatives.

**Presenters:** Mediation Services

**Description:** Learn and practice the skills needed to deal with difficult situations. Learn anger intervention and conflict resolution skills. Receive coaching on their intervention and resolution styles.

### **Bias Free Selection** (varies from 1 - 2 days)

**Target Audience:** HR staff, managers & supervisors responsible for hiring

**Presenters:** Staff from various departments who have received training/coaching in this area

**Description:** Through lecture, group discussions, exercises and videos become more culturally aware and inclusive in recruitment and selection. Emphasis placed upon gaining self-awareness and understanding of cultural, language and disability considerations at short-listing and interviews.

### **Creating a Dynamic and Diverse Workforce** (1/2 day to 1 day)

**Target Audience:** All employees, union/association representatives.

**Presenters:** Staff from the Equity & Diversity Branch, Corporate Services Department

**Description:** Provides an overview of why the City of Winnipeg is committed to creating a diverse workforce. Through instruction, discussion and activities, participants develop an understanding of: the business case for diversity and why diversity is a key component of the City's values and human resource planning; and understand how recognizing, valuing, managing and leveraging diversity helps employees deliver excellent service to the citizens of Winnipeg.

### **Communication Skills** (1 - 2 days)

**Target Audience:** Intact work groups. Pre-requisite: Respectful Workplace

**Presenter:** Respectful Workplace Trainer, Corporate Services Department

**Description:** Builds on the understanding and awareness developed in the Respectful Workplace training by developing and enhancing communication skills. Focus is to improve communication within the work group by becoming aware of communication patterns and establishing a framework for effective and positive communication.

### **Cultural Awareness** (1 day)

**Target Audience:** All employees, union/association representatives.

**Presenters:** Staff from the Community Services Department

**Description:** Develop an understanding of how culture affects personal values, attitudes and behaviours, and how to communicate more effectively in a diverse community/ workplace.

### **Disability Awareness** (1/2 day)

**Target Audience:** All employees, union/association representatives.

**Presenters:** Trainer from a Community Organization that provides service to people with disabilities

**Description:** This workshop will give participants the opportunity to increase their understanding of disabilities and to learn to communicate more effectively with people with disabilities in the workplace and the community.

### **Diversity Action Plan and Report Card** (2 hours)

**Target Audience:** Managers, Supervisors and all Human Resources staff

**Presenter:** Equity & Diversity Coordinator, Corporate Services Department

**Description:** Offered one-on-one or in a group setting. Provide managers and supervisors with the opportunity to: review the Action Plan for Diversity template and the key activities within the plan; consider how the plan fits into the department's overall business plan; review what was accomplished in the previous year; and discuss future plans.

### **Foundations of Supervisory Development**

**Target Audience:** Those with direct reports.

**Presenters:** Equity & Diversity staff (for the module on diversity)

**Description:** This program provides an overview of the fundamental roles and responsibilities of a supervisor in the City of Winnipeg. One of the topics covered is understanding the importance of diversity and the key issues involved. Some of the other topics covered include: Role of the Supervisor, Communication & Interpersonal Relationships, Understanding the City Environment and Employee Performance Management.

### **Reasonable Accommodation in the Workplace** (1/2 day)

**Target Audience:** Managers, supervisors, foremen, HR staff, union/association reps

**Presenters:** Staff from Corporate Rehabilitation, Occupational Health Branch and Equity & Diversity Branch

**Description:** Participants will receive an overview of the legal issues concerning the hiring and employment of people who may require an accommodation related to a disability, religion, family status etc. Participants will examine recent case law and legal concepts that affect compliance with the City of Winnipeg's Reasonable Accommodation Directive and the Manitoba Human Rights Code.

### **Respectful Workplace Training** (1/2 day)

**Target Audience:** Intact work groups

**Presenter:** Respectful Workplace Trainer, Corporate Services Department

**Description:** Discuss roles, rights and responsibilities in creating and maintaining a respectful workplace. Learn about the laws and policies/directives governing behaviour in the workplace. Discuss the issues in their workplace and possible strategies for resolving them including the part they play in building a more respectful workplace.

**Universal Design Awareness** (1/2 day)

**Target Audience:** All employees, union/association representatives

**Presenters:** Judy Redmond, Universal Design Coordinator, Planning Property & Development

**Description:** Participants will develop an understanding of universal design and how it affects every employee at the City of Winnipeg. Through discussion and hands on activities, you will explore how to apply universal design principles to ensure that new programs, services and facility developed by City of Winnipeg staff respond to the needs of the widest range of the population to the greatest extent possible.

## **Appendix C – Community Support Award**

### **Police Honoured for Community Support**

Winnipeg Police Service has come a long way in strengthening its relationship with the black community, says Supt. Corrine Scott.

In recognition of that, WPS was presented a community support award at the 24th annual Manitoba Black Community Awards, held in February as part of Black History Month.

The award honours WPS for its outstanding record of employment equity, as well as its willingness to work with the black and Caribbean communities.

“We appreciate this award as acknowledgement that our service has become more reflective of the diversity in our city, and that together we have developed a positive relationship,” Scott said.

Wade Kojo Williams Sr., president of the Black History Month celebration committee, said that wasn’t the case 20 years ago.

“We don’t have any turmoil (now) between police and the black community. The community knows the police a little more, and the police service knows our community a little more.”

“There’s a trust”, Williams said.

Scott said WPS is breaking down barriers and currently has 25 Black police officers. “We know that we cannot rest on past achievements alone, but rather use those successes as strength on which to move even further forward,” she said.

Civic Pulse  
April 2005