

TERMS OF REFERENCE – FEBRUARY 2022

Welcoming Winnipeg: Reconciling our History
Committee of Community Members

1. Preamble

The Welcoming Winnipeg: Reconciling our History Policy (“Welcoming Winnipeg Policy”) has been developed to guide the city in making decisions regarding requests to create new, add to or remove/rename historical markers and place names and resolve the absence of Indigenous perspectives, experiences and contributions in the stories remembered and commemorated.

The Welcoming Winnipeg initiative emerged through previous discussions with members of a tri-level government committee considering Indigenous priorities and identifying ways to create a more welcoming Winnipeg.

The Indigenous Relations Division (IRD) pursued the development of an inventory of Indigenous-specific historical sites and monuments, murals, business, and other opportunities to promote Indigenous contributions, stories, and perspectives through signage, digital media and various other forms.

In addition, as a response to the ongoing dialogue occurring across Canada, on January 29, 2019, Mayor Bowman announced that the City would engage the public to gather input to help develop a process and policy to guide how the City recognizes and commemorates various historical people and events with place names, plaques, signs and street names. The engagement process revealed that current processes concerning naming and renaming historical markers and place names are too politicized and that the community needed a voice in the process.

The Welcoming Winnipeg: Reconciling our History Policy has been developed to provide a process for creating new, add to or remove/rename and a lens for existing processes, by-laws, motions and policies related to historical markers and place names.

This process includes an application that will require community support; input/review from the related/impacted department in partnership with IRD; publication of requests; on-line and in-person options to provide input on requests; an established committee of community members to provide recommendations, for final decision by Council.

2. Function

- i. The Committee of Community Members Function is to:
 - a) Provide recommendations to the Executive Policy Committee (EPC) and Council (for final decision) as it relates to requests to create new, add to or remove/rename historical markers and place names;

- b) Provide input and advice to IRD to align existing and newly created processes concerning creating new, adding to or naming/renaming historical markers and place names.

3. **Committee Composition**

- i. The Committee of Community Members shall not exceed nine Members (eight voting members and one non-voting member), of which a minimum of 50% of voting members will self-identify as of Indigenous descent.
- ii. Indigenous membership will be diverse and the committee will strive to include at least one member from each of the following groups: Métis, First Nation and Inuit descent.
- iii. One staff member from the Mayor's Office or the Mayor's designate will be appointed to the Committee as an ex-officio member by the Mayor (non-voting).
- iv. The Committee of Community Members must reflect Winnipeg's diverse population and should include (but not be limited to) representation from:
 - a) Women
 - b) Indigenous communities (Métis, First Nation and Inuit);
 - c) People with disabilities;
 - d) Youth (aged 18-30);
 - e) Elders and seniors;
 - f) People in a visible minority group;
 - g) 2SLGBTQQIA community.
- v. Membership should consist of individuals with the following qualifications:
 - a) Professional or community work that reflects their interest and expertise in Winnipeg's history and the ongoing impacts and legacy of colonization, locally and internationally.
 - b) Skills, education and experience in specific areas (such as research, project evaluation and policy analysis) that allow them to contribute to committee recommendations and influence change;
 - c) Ability to work effectively within a diverse group to collaboratively address a common goal and are willing to work within City of Winnipeg systems and protocols to address municipal issues; and
 - d) Ability to attend meetings on a regular basis.

4. **Appointment of Members**

- i. Committee members will be self-nominated. Interested persons will submit their application, including a resume and a brief summary describing how they meet the qualifications either by e-mail at welcomingwpg@winnipeg.ca, fax (204-986-2394) or in-person to:

Indigenous Relations Division
3rd Floor, 510 Main Street
Winnipeg, MB R3B 1B9

- ii. The Selection Committee will include staff from IRD and representatives from the City of Winnipeg's Reconciliation Leadership Team.

5. Chairperson

- i. The Committee of Community Members will be led by a Chairperson and Co-Chairperson, both to be appointed by the Committee.
- ii. The role of the Chairperson is to:
 - a) Approve agenda items for meetings;
 - b) Call meetings to order;
 - c) Maintain order;
 - d) To call a call a majority vote when necessary; and,
 - e) To represent the Committee at public functions when necessary.
- iii. The role of the Co-Chairperson is to fill in for the Chairperson when required.

6. Membership Terms

- i. The initial terms of office for the following members shall expire on December 31, 2023:
 - a) Four citizen at-large members (to be determined by the Committee), of which one must be appointed as Co-Chairperson.
- ii. The initial terms of office for the remaining members shall expire on December 31, 2022:
 - a) Four citizens at-large members (to be determined by the Committee), of which one must be appointed as Chairperson;
 - b) One ex-officio member.
- iii. Following the initial terms of office, as the terms for positions expire, members shall be appointed in alternate years for two-year terms.
- iv. No member shall serve more than three consecutive terms or a total of seven years.

7. Membership Changes – Resignations, Replacements and Vacancies

- i. Members may resign at any time by giving written notice to the Chairperson of the Committee of Community Members and IRD.
- ii. Missing three meetings in a year without prior discussion and approval from the Chairperson is deemed equivalent to a resignation.

- iii. Mid-term vacancies shall be filled using applications on file from the annual recruitment process.

8. Meetings

- i. Meetings will be held in-person at the IRD Boardroom (3rd floor, 510 Main Street), unless otherwise recommended by the Chairperson, Co-Chairperson and members. The meetings will be held during the daytime hours on weekdays, if possible, and can be accommodated via teleconference if necessary.
- ii. Meeting quorum will consist of 50% plus 1 of the voting group membership in attendance.
- iii. At least two members in attendance must have self-identified as Indigenous for quorum to be met.
- iv. A minimum of nine meetings will be held each year; no more than one meeting will be held in a calendar month.
- v. Special meetings may be called by the Chairperson or Co-Chairperson or at the request of any three Committee members.

9. Record Keeping

- i. Minutes and records of discussion will be taken by IRD staff. Minutes and agendas will be forwarded to members accordingly.

10. Responsibilities of Members

- i. The Committee of Community Members shall be guided by values and principles that were established by citizens of Winnipeg through a public consultation process in 2019. These include: honouring the original peoples of this land and their descendants; that the Treaty Relationship be upheld; that Indigenous Rights are respected; and that traditional Indigenous laws, ceremonies and ways of being are recognized and affirmed.
 - a) Indigenous Rights: for the purposes of this committee, this will include the Constitution Act of 1982 Section 35:
 - (1) The existing aboriginal and treaty rights of the aboriginal peoples of Canada are hereby recognized and affirmed.
 - (2) In this Act, “aboriginal peoples of Canada” includes the Indian, Inuit and Métis peoples of Canada.
 - (3) For greater certainty, in subsection (1) “treaty rights” includes rights that now exist by way of land claims agreements or may be so acquired.

(4) Notwithstanding any other provision of this Act, the aboriginal and treaty rights referred to in subsection (1) are guaranteed equally to male and female persons.

- ii. Members will also refer to the following guiding principles on reconciliation and justice. For the purposes of this committee, will include:
 - a) The United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), with particular attention paid to: Articles 8, 11, 13 and 15;
 - b) The Truth and Reconciliation Commission (TRC)'s Calls to Action, with particular attention paid to: Calls to Action 14.i and 43;
 - c) The Report of the Royal Commission on Aboriginal Peoples (RCAP), with particular attention paid to recommendations that are directed at: measures to support and enhance cultural identity for urban Indigenous peoples and identifying and protecting historical and sacred sites/safeguarding Indigenous heritage from misappropriation and misrepresentation;
 - d) The National Inquiry on Missing and Murdered Indigenous Women and Girls (MMIWG) Calls for Justice, with particular attention paid to Calls for Justice: 2.1, 2.2 and 15.2;
 - e) The Aboriginal Justice Inquiry of Manitoba (1988-1991).
- iii. Members will consider the following guide in their recommendation-making process:
 - a) First priority: Indigenous markers to be specific to Manitoba groups, ex: Inninewuk (Cree), Anishinaabe (Ojibwe), Dene, Inuit, Métis, Anishininiwak (Oji-Cree) and Dakota/Lakota.
 - b) Second priority: Indigenous people who inhabited Manitoba historically, ex. Nakota (Assiniboine).
 - c) Third priority: Indigenous groups from Western Ontario and Saskatchewan.
 - d) Fourth priority: Other Indigenous groups in Canada.
 - e) Fifth priority: Indigenous groups in the United States.
- iv. Members shall commit to:
 - a) Attend regular meetings;
 - b) Review, approve and commit to the Terms of Reference;
 - c) Review requests;
 - d) Host delegations/community presentations;
 - e) Provide input and advice to IRD to align existing and newly created processes related to creating new, adding to or removing/renaming historical markers and place names;
 - f) Provide recommendations on requests for review by EPC and then final decision by Council.

- v. Members shall maintain the confidentiality of meetings, including:
 - a) Information related to requests that has not been made public;
 - b) The request assessment process and related discussion;
 - c) The recommendation of the committee until such time as it is made official and made public by the City of Winnipeg;
 - d) Not engaging in conversations directly with applicants outside of the meeting regarding their request.
- vi. Members will sign and abide by the Conflict of Interest Policy (as outlined in Appendix A in this Terms of Reference).

11. Decision Making

- i. The committee will make decisions following a modified consensus-based decision making model, which aims to encourage a process of collaborative discussion. Through this process, each member's concerns and ideas will be considered before a suitable decision is reached.
- ii. Consensus does not mean unanimity, as unanimity requires that everyone involved agrees. Instead, through this model members can express dissent if they feel a decision is against the best interests of the larger Winnipeg community. If the decision is still the same, their dissent will be recorded in the meeting minutes; however, they will be asked if they can consent to the group decision.
- iii. If consensus cannot be reached, the matter will be held to the following meeting for further discussion. If consensus cannot be reached at this second meeting, a call for a majority vote will be made.

12. Support

- i. IRD will coordinate the administrative aspects throughout the request process and assist respective civic departments, including administrative support for the Committee such as coordinating meetings, agendas and developing Administrative Reports for EPC and Council.

13. Communications and Public Engagement

- i. All official correspondence and media communication from the Committee of Community Members shall be communicated by the Chairperson or Co-Chairperson and follow standard City of Winnipeg communications protocols.

14. Amendments

- i. The Committee of Community Members will undertake a review of the Terms of Reference after the committee's first year, no later than January 2022.

- ii. Following the initial one-year review, the Committee of Community Members may submit suggested amendments or updates to the Terms of Reference to the Chief Administrative Officer for approval.

CONFLICT OF INTEREST POLICY



JOURNEY OF RECONCILIATION
LES CHEMINS DE LA RÉCONCILIATION

WELCOMING WINNIPEG

COMMITTEE OF COMMUNITY MEMBERS

CONFLICT OF INTEREST POLICY

I, _____, AGREE THAT I WILL RESPECT THE INTEGRITY OF THE WORK OF THE COMMITTEE OF COMMUNITY MEMBERS AS IT RELATES TO THE REVIEW OF WELCOMING WINNIPEG REQUESTS.

ALL MEMBERS OF THE COMMITTEE OF COMMUNITY MEMBERS MUST DECLARE A “CONFLICT OF INTEREST” AND LEAVE THE ROOM PRIOR TO DISCUSSION(S). THIS IS A SITUATION IN WHICH A MEMBER’S PERSONAL INTERESTS COULD COMPROMISE, OR COULD BE PERCEIVED TO COMPROMISE, THEIR JUDGMENT OR DECISION-MAKING ON THE COMMITTEE.

A CONFLICT OF INTEREST APPLIES, BUT IS NOT LIMITED TO THE FOLLOWING:

- THE COMMITTEE MEMBER IS RELATED TO THE APPLICANT
- THE COMMITTEE MEMBER WORKS FOR, OR HAS WORKED DIRECTLY WITH THE APPLICANT
- THE COMMITTEE MEMBER IS A CLOSE FRIEND TO THE APPLICANT

BY SIGNING BELOW, I AGREE TO THE CONFLICT OF INTEREST PROCESS.

(PRINT NAME)

(DATE)

(SIGNATURE)