

City of Toronto Employment Equity Policy

(City Council on July 4, 5 and 6, 2000, amended this Clause by deleting from Recommendation (I)(1) of the Personnel Sub-Committee, the word “fully”, and adding thereto the words “and that this be achieved through employment equity programs that remove barriers and monitor outcomes rather than by establishing requirements to precisely reflect the percentage of designated groups in the community”, so that such recommendation shall now read as follows:

“The Personnel Sub-Committee at its meeting held on June 12, 2000 recommended to the Administration Committee:

(I) the adoption of the Employment Equity Policy Statement, Appendix 1 (Revised May 18, 2000), entitled ‘Employment Equity Policy Statement’, embodied in the report dated May 17, 2000 from the Executive Director of Human Resources, with the following principle being reflected in the Revised version of the Policy:

(1) a recognition in the policy statement that ‘the citizens of Toronto are best served by a public service which reflects the diversity of the community which it serves’, and that this be achieved through employment equity programs that remove barriers and monitor outcomes rather than by establishing requirements to precisely reflect the percentage of designated groups in the community;”.)

The Administration Committee recommends the adoption of the Recommendations of the Personnel Sub-Committee embodied in the following communication (June 12, 2000) from the City Clerk:

The Personnel Sub-Committee at its meeting held on June 12, 2000 recommended to the Administration Committee:

(I) the adoption of the Employment Equity Policy Statement, Appendix 1 (Revised May 18, 2000), entitled “Employment Equity Policy Statement”, embodied in the report dated May 17, 2000 from the Executive Director of Human Resources, with the following principle being reflected in the Revised version of the Policy:

(1) a recognition in the policy statement that “the citizens of Toronto are best served by a public service which fully reflects the diversity of the community which it serves”; and

(2) setting objectives for equitable representation and developing programs to support such objectives; and

(II) the adoption of Recommendations Nos. (2) and (3) embodied in the report dated April 20, 2000 from the Executive Director of Human Resources, which read as follows:

“(2) that all Agencies, Boards and Commissions and Special Purpose Bodies be requested to implement policies consistent with the provisions of this policy and be required to report back on employment equity initiatives through Council, and:

(3) that the appropriate civic and City officials be authorized and directed to take the necessary action to give effect thereto.”.

The Personnel Sub-Committee reports for the information of the Administration Committee, having requested the Executive Director of Human Resources to communicate with CUPE Local 79, advising that the intent of the Employment Equity Policy is consistent with the Collective Bargaining Agreement.

Background:

The Personnel Sub-Committee at its meeting held on June 12, 2000 had before it a report (April 20, 2000) from the Executive Director of Human Resources, regarding the Employment Equity Policy; and recommending that:

- (1) the Employment Equity Policy outlined in this report be approved;
- (2) all Agencies, Boards and Commissions and Special Purposes Bodies be requested to implement policies consistent with the provisions of this policy and be required to report back on employment equity initiatives through Council, and
- (3) the appropriate civic and City officials be authorized and directed to take the necessary action to give effect thereto.

The Personnel Sub-Committee at its meeting held on May 8, 2000:

- (1) referred back the foregoing report dated April 20, 2000 from the Executive Director of Human Resources; with a request that she submit a further report, in consultation with the Chair of the Task Force on Community Access and Equity, to the June meetings of the Personnel Sub-Committee and the Administration Committee on measures of access and employment equity to ensure that goals and timetables are incorporated with the Employment Equity Policy, having regard that City Council, at its meeting held on December 14, 15 and 16, 1999, adopted recommendations embodied in Clause No. 1 of Report No. 11 of The Policy and Finance Committee, headed “Human Resources and Cost Implications of the Recommendations of the Task Force on Community Access and Equity and Clarification of the Term ‘Employment Equity’”, in connection thereto; and
- (2) requested the Executive Director of Human Resources to bring forward the policies of the former City of Toronto and the former Municipality of Metropolitan Toronto for consideration during discussion of the forthcoming report regarding the Employment Equity Policy.

The Personnel Sub-Committee on June 12, 2000 also had before it a further report (May 17, 2000) from the Executive Director of Human Resources, as requested by the Personnel Sub-Committee, forwarding an amended Employment Equity Policy Statement, (Revised May 18, 2000), reflecting the following principle:

- (1) a recognition in the policy statement that “the citizens of Toronto are best served by a public service which fully reflects the diversity of the community which it serves”; and
- (2) setting objectives for equitable representation and developing programs to support such objectives; and

The Personnel Sub-Committee also had before it a communication (June 8, 2000) from Mr. Denis Casey, Acting President, CUPE Local 79, expressing concerns about the proposed Employment Equity Policy.

(Report dated April 20, 2000, addressed to
the Personnel Sub-Committee from the
Executive Director of Human Resources.)

Purpose:

The purpose of this report is to provide an Employment Equity Policy which harmonises past policies and practises in the achievement of equity principles in employment and services. Each of the former municipalities had policies which existed prior to amalgamation and were established to provide guidance and direction for the identification and elimination of barriers to employment.

Financial Implications and Impact Statement:

None. Each of the former municipalities allocated resources to implement their respective corporate policies including Employment Equity. Ongoing resources will be required and the level will be determined consistent with the recommendations of the Task Force on Community Access and Equity.

Recommendations:

It is recommended that:

- (1) the Employment Equity Policy outlined in this report be approved;
- (2) that all agencies, boards and commissions and special purposes bodies be requested to implement policies consistent with the provisions of this policy and be required to report back on employment equity initiatives through Council; and
- (3) the appropriate civic and City officials be authorized and directed to take the necessary action to give effect thereto.

Background:

At its meeting of October 28, 29 and 30, 1998 City Council approved Clause No. 6 of Report No. 15 of The Corporate Services Committee which outlined the recommended development and implementation of a consolidated Employment Equity policy for the new City of Toronto. At its' meeting of December 14, 15 and 16, 1999, City Council, in considering the report "Human Resources and Cost Implications of the Recommendations of the Task Force on Community Access and Equity and Clarification of the term Employment Equity", further recommended amendments to the policy direction in respect of "racial set-asides" in contracting and community representation and approved Clause No.1 of Report No. 11 of The Policy and Finance Committee.

Comments:

In the Royal Commission Report on Equality in Employment (1985) Judge Rosalie Abella recommended a "Made in Canada" model of employment equity which focused on the relationship between planned activities and their results. According to this model, equality in employment is achieved by management strategies which result in equal representation, equal occupational distribution, and fair pay and working conditions for all groups of people in an organisation. Employment equity extends beyond corporate strategic mission statements to human resources planning with a capacity for guiding organisation change and presumes a relationship between programming, the resources allocated to it, and the results.

The former municipalities demonstrated a leadership role through the approval and implementation of equity policies that provided concrete examples of equity, which was incorporated into Judge Abella's report. This led to a number of significant achievements in the areas of policy, programs, and special initiatives.

Employment equity programs are supported by the Canadian Charter of Rights and Freedoms, Section 15, which guarantees all individuals in Canada the basic protection from discrimination in employment and the provision of services. In addition, Subsection 2 of Section 15 allows for the implementation of special programs designed to redress historical imbalances in the workforces resulting from past discrimination.

The Employment Equity Policy Statement and Program Components, Appendix 1, are attached.

Much of what has been achieved in employment equity since the 1970's, has been directly related to the significant partnerships and contributions by union, associations and community representation with departments and Council.

Conclusions:

A corporate Employment Equity Policy for the new City of Toronto advances the harmonization of policies and practices across the new City based on past practices and continues to further integrate the principles of access and equity into all municipal functions while demonstrating the City as a corporate leader in human resource management through our commitment to equitable employment practices.

Contact:

Alison Andersen - 392-5028

Eva Langer - 392-5023

List of Attachments:

Appendix 1: Employment Equity Policy Statement

Appendix 1

Employment Equity Policy Statement

The City of Toronto is committed to a policy of fairness and full equity in employment and services in recognition of its obligations and responsibilities as an employer and of its leadership role in the community.

The City of Toronto will:

- (i) hire and promote on the basis of merit and potential;
- (ii) compensate fairly according to the value of the work performed;
- (iii) develop a proactive equity plan which will include special programs and mechanisms for measuring and monitoring outcomes and results;
- (iv) publicly report results through an Annual Report; and
- (v) create a climate of understanding and mutual respect for the dignity of each individual.

Full equality will be achieved through the combined efforts of the City of Toronto, its employees, employee associations, its unions, and the community. Specifically, the City of Toronto will:

- (1) Provide equality of opportunity to all individuals, and identify and remove artificial and systemic barriers to full employment with respect to an employees' or potential employees' race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, record of offences, marital status, family status, disability and level of literacy.
- (2) Commit to principles of potential and merit as key criteria for hiring and promotion; will make the best use of the talents of all available workers regardless of their gender, sexual orientation, disability, racial status or Aboriginal status.
- (3) Ensure equitable compensation practices consistent with pay equity requirements.

- (4) Work with its employees, its unions, its employee associations and community organizations, representing women, racial minority people, people with disabilities, Aboriginal people and other groups, in the development of strategies and special initiatives to promote equity in the workplace.
- (5) Implement special programs and accommodation as required to assist specific groups of workers to overcome discrimination, and the barriers of systemic discrimination.
- (6) Promote the development of proactive strategies by establishing program results and outcomes specific to equity principles. Progress on the achievement of results will be measured and reported to Council and the public.
- (7) Undertake to educate and inform its employees on equity principles.
- (8) Undertake public education programs regarding the City's commitment to equity principles.
- (9) Support Council Committees committed to addressing equity issues.

Application:

This policy covers all employees and prospective employees of the City of Toronto. This policy takes into account issues regarding protection of privacy and freedom of information.

Program Components:

The City of Toronto's Employment Equity Program will consist primarily of the following components:

- (i) communication about equity principles, practices and programs;
- (ii) policy review and development on equity issues (work and family life initiatives which highlight corporate policies and departmental practices);
- (iii) consultation, input and support to the collective bargaining process;
- (iv) advice and support to departments on the development and implementation of special programs (training programs for women interested in pursuing a career in non-traditional work, contracts/purchasing); initiatives (support groups); equity reports (departmental equity plans); reviews (employment systems reviews); barrier removal (accommodation measures); supportive measures (retention, retraining, deployment); and positive measures (outreach);
- (v) for the purpose of identifying barriers and improving process, monitor, provide input and make recommendations on the recruitment, selection, promotional and appointment processes and outcomes when required;

- (vi) support and advice to established equity committees and task forces on equity-related issues and subjects;
- (vii) input on staff development and training programs; and
- (viii) exchange of information via networks at other municipal, provincial and federal levels and with community agencies.

Information Requirements:

To support the implementation of the employment equity policy and specific program components, the City will engage in the following activities:

- (i) conduct voluntary employment equity surveys (applicants and workforce); and
- (ii) re-establish and maintain confidential employment equity databases in which:

Equity-related information regarding designated group status is maintained in a confidential database.

Use is restricted solely to staff who are authorized to engage in activities specifically related to the City's achievement of equity in employment and services. Applicant data are kept separate from employee data.

Employee and applicant data on designated group status are used for monitoring participation rates, measuring and identifying outcomes, identifying outreach priorities and for responding to Ontario Human Rights Commission complaints.

Data are compiled through a voluntary survey conducted with employees and verified periodically for accuracy and changes, particularly with respect to disability status.

(Report dated May 17, 2000, addressed to
the Personnel Sub-Committee from the
Executive Director of Human Resources.)

Purpose:

At its meeting of May 8, 2000 Personnel Sub-committee considered the recommended Employment Equity Policy. Personnel Subcommittee directed that Human Resources staff consult with the Chair of the Task Force on Community Access and Equity on how the policy might be strengthened.

As a result of the consultation it was agreed that the policy would be strengthened by:

- (1) a recognition in the policy statement that "the citizens of Toronto are best served by a public service which fully reflects the diversity of the community which it serves", and

- (2) setting objectives for equitable representation and developing programs to support such objectives.

A revised Employment Equity Policy Statement reflecting this principle is presented in Appendix 1.

Contact:

Alison Anderson - 392-5028.

List of Attachments:

Appendix 1: Employment Equity Policy Statement (revised May 18, 2000)

Appendix 1

Employment Equity Policy Statement (Revised May 18, 2000)

The City of Toronto is committed to a policy of fairness and full equity in employment and services in recognition of its obligations and responsibilities as an employer and of its leadership role in the community.

The City of Toronto recognizes that the citizens are best served by a public service which fully reflects the diversity of the community which it serves.

The City of Toronto will:

- (i) hire and promote on the basis of merit and potential;
- (ii) compensate fairly according to the value of the work performed;
- (iii) set objectives for equitable representation;
- (iv) develop a proactive equity plan which will include special programs to support the objectives;
- (v) and mechanisms for measuring and monitoring outcomes and results;
- (vi) publicly report results through an Annual Report; and
- (vii) create a climate of understanding and mutual respect for the dignity of each individual.

Full equality will be achieved through the combined efforts of the City of Toronto, its employees, employee associations, its unions, and the community. Specifically, the City of Toronto will:

- (1) provide equality of opportunity to all individuals, and identify and remove artificial and systemic barriers to full employment with respect to an employees' or potential employees' race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, record of offences, marital status, family status, disability and level of literacy;
- (2) commit to principles of potential and merit as key criteria for hiring and promotion; will make the best use of the talents of all available workers regardless of their gender, sexual orientation, disability, racial status or Aboriginal status;
- (3) ensure equitable compensation practices consistent with pay equity requirements;
- (4) work with its employees, its unions, its employee associations and community organizations, representing women, racial minority people, people with disabilities, Aboriginal people and other groups, in the development of strategies and special initiatives to promote equity in the workplace;
- (5) implement special programs and accommodation as required to assist specific groups of workers to overcome discrimination, and the barriers of systemic discrimination;
- (6) promote the development of proactive strategies by establishing qualitative and quantitative objectives specific to equity principles. Progress on the achievement of results will be measured and reported to Council and the public;
- (7) undertake to educate and inform its employees on equity principles;
- (8) undertake public education programs regarding the City's commitment to equity principles; and
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