

TO Live - Employment Policies and Initiatives

(Respect in the Workplace, AODA & Organizational Equity)

TIMELINE

2017

- All CTT/TO Live Job Postings state: *“CTT is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The Human Resources department will work with applicants requesting accommodation at any stage of the hiring process. CTT is committed to building a more diverse workplace and encourage all qualified applicants to apply.”* (This continues to be stated on all job postings to present day).
- Fall 2017 – Commenced work with Christine Karcza, AODA Consultant for access initiatives, policy development and education.
- December 19, 2017 – Clyde Wagner, President & CEO meets with Charles Smith of Cultural Pluralism in the Arts Movement Ontario (CPAMO) with Christine Kelsey/Director of HR & William Milne/HR-VP of Finance & Admin. Discussion entailed increasing the circulation of job postings to attract more diverse applicants. It was agreed that HR would forward all job postings to CPAMO for circulation of CTT postings on CPAMO’s social media: Facebook and their list-serve.

2018

- January 12, 2018 – first posting sent to CPAMO (all job postings continue to be sent to CMPAO to present day).
- January 2018 - Contact with Sara Luther (B.Com., LL.B. - Workplace Investigator/Educator) to start work on the rollout of initiatives for CTT, e.g. Respectful Workplace Policy and Procedure and Education.
- February 2018 – work commenced with Sara Luther and Christine Kelsey/HR on redrafting the CTT Workplace Violence and Harassment Policy.
- April to May 2018 – Sara Luther works with Christine Kelsey/HR to review and draft harassment and violence policies.
- May 15, 2018 – mandatory workshop for Senior Executive Team and Directors entitled “Spotlight on Respect” led by Sara Luther to focus on issues/behaviours in

the workplace and to introduce the new CTT Workplace Violence & Harassment policy and AODA training with Christine Karcza.

- June 2018 – planning commences for Fall 2018 training (new season start) for all staff “Spotlight on Respect” - Respect in the Workplace training combined with AODA Customer Service Training with Christine Karcza.
- July 6, 2018 – Christine Kelsey/HR reaches out to Karen Carter while at Myseum for circulation of job postings.
- September 13, 2018 – Toronto Centre for the Arts (Respect training “Spotlight on Respect” & AODA Customer Training).
- September 17, 2018 – Sony Centre (Respect training “Spotlight on Respect” & AODA Customer Training).
- October 30, 2018 – St. Lawrence Centre (Respect training “Spotlight on Respect” & AODA Customer Training).
- October 2, 2018 – Rollout of policies: Respectful Workplace Policy and Workplace Violence Policy and Guidelines.
- November 23, 2018 - AODA Train the Trainer with Christine Karcza.

2019

- March 2019 – Clyde Wagner, President & CEO meets with Kike Ojo, Consultant in Equity and Human Rights Training and introduces Kike to Christine Kelsey/HR.
- June 2019 – Kike sends proposal for Fall 2018 Equity training.
- HR launches Respectful Workplaces in the Arts and TO Live Respect postcards campaign throughout all three venues in Q2 April to June 2019 & Q3 July to September 2019.
- Spring to Winter 2019 - Christine Karcza, AODA Consultant conducts department reviews of programs and services for development of summary report of inclusion ideas and assistance in 3-year access action plan.
- September 2019 - Kike Ojo and Sara Luther deliver 5 sessions to all employees/management for new season start. Kike provides Organizational Equity Training and Sara provides Respect in the Workplace training “Spotlight on Respect - Act 2” as part of ongoing initiative (second year).
- September 4, 2019 – St. Lawrence Centre (Equity “Window into Equity” and Respect Staff Training “Spotlight on Respect – Act 2”).

- September 5, 2019 – Meridian Arts Centre (Equity “Window into Equity” and Respect Staff Training “Spotlight on Respect – Act 2”).
- September 9, 2019 – St. Lawrence Centre (Equity “Window into Equity” and Respect Staff Training “Spotlight on Respect – Act 2”).
- September 10, 2019 – O’Keefe Lounge/Meridian Hall (Equity “Equity as our Compass” Workshop for Senior Leadership/Spotlight on Respect – Act 2).
- September 18, 2019 – St. Lawrence Centre (for Management - Equity “Window into Equity” and Respect Staff Training “Spotlight on Respect – Act 2”).

2020

- January to March (continued work) - Christine Karcza, AODA Consultant conducts department review of programs and services for development of summary report of inclusion ideas and assistance in 3-year access action plan.
- Organizational Change for Equity training for Senior Executive Team/Directors scheduled for June 2, 2020 with Kike Ojo to continue education and training – cancelled April 22, 2020 due to budget constraints and COVID-19.
- June 2, 2020 – Email to Senior Executive Team and Directors on Equity Training Refresher from Kike Ojo’s “Equity as our Compass” accompanied with information/slide presentation from the September 2019 workshop on Equity training with educational links to Kike’s “Challenging Systemic Barriers: The Equity Lens” -3 part video series done for the Wellbeing Waterloo Region.
- June 5, 2020 – Email to Staff (who were still working during COVID-19) on Equity Training Refresher from Kike Ojo’s “A Window into Equity” accompanied with information/slide presentation from the September 2019 workshop on Equity training with educational links to Kike’s “Challenging Systemic Barriers: The Equity Lens” -3 part video series done for the Wellbeing Waterloo Region.
- June 2020 – Clyde Wagner, President & CEO appoints Priya Malik, Director of Capital Projects to lead creation of Equity, Diversity & Inclusion Committee along with Christine Kelsey/HR to support.
- June 26, 2020 – first meeting with Priya Malik & Christine Kelsey to start planning the committee work. Outreach and support to the City’s People & Equity Division will be sought for practices and examples for special equity programs in the City’s hiring to increase greater presence of the employment equity designated groups. Particularly as it relates to BIPOC recruitment.

- August 10, 2020 – Email to staff (who are still working during COVID-19) requesting they complete the Ontario Human Rights Commission’s eCourse entitled “Call it out: racism, racial discrimination and human rights”.
- Committee/work to determine structure, people, goals and objectives and to:
 - o Prepare/Planning. Ensure an equity plan will be successful, the creation of the Equity, Diversity and Inclusion Committee, and what other support needed (e.g. Equity Consultant or other consultants to look at work that needs to be done on systemic issues within the organization that need to be corrected).
 - o Data collection and identification. Doing a survey or audit, e.g. employee self-identifying.
 - o Analyze who is underrepresented & identify barriers in order to solidify the need for change. Also, policy review, e.g. interaction with police – better practices and use of security companies.
 - o Implement initiatives – hiring and success at hiring at all levels of organization.
 - o Monitoring and evaluation.
- Job postings are circulated as follows: internally (email, website), Work in Culture, Charity Village, Indeed, CPAMO, TAPA and specific industry sites dependent on role, e.g. CITT (Canadian Institute for Theatre Technology), OSPE (Ontario Society of Engineers).
- Increased Budget/Finances/Staff needed to increase recruitment efforts and initiatives.