



DIVERSITY, EQUITY, AND INCLUSION COMMITTEE*
FRAMEWORK

**TO Live Internal Staff Committee*

Mission

- Compliment to TO Live's Mission: *“To activate creative spaces by inspiring local and international artists, and connecting audiences—to be the nexus for new ideas, elevate artistic potential and be the catalyst for creative expression that is reflective of Toronto's diversity”*
- The DEI Committee's mission was discussed at the first kick-off meeting (October 1, 2020) and a small working group was formed to help with a draft mission. The DEI Committee members then finalized the mission as follows:

The TO Live DEI Committee's mission is to unite us - employees, theatre patrons, and performers - in pursuit of common goals:

- **To build an inclusive, safe culture where everyone feels a true sense of belonging and respect.**

- To advocate for the advancement, retention and recruitment of diverse voices, experiences and perspectives at all levels of the organization to better represent and serve the communities in which we work.
- To support the ongoing education and practices of inclusion, anti-racism and anti-oppression and ensure they are integrated and reflected in our culture and how we operate internally and externally.

Purpose

- The purpose of the DEI Committee is to provide an ongoing platform for employee voices and will support with the integration of diversity, equity and inclusion into all aspects of our business.

- The Diversity, Equity, and Inclusion (DEI) Committee consists of ten (10) members, of which includes the Sponsor, Chair and Advisor. The DEI Committee will have representation from all departments across TO Live and members will be compensated for their time.
- The DEI Committee will also form working groups to focus on and accomplish specific objectives. Currently, ten (10) members have been selected for the working groups. Based on the expertise required, the DEI Committee may recruit more members, as needed.
- The DEI Committee will conduct and monitor strategic work, provide support to the working groups, and help ensure the plan is on budget and schedule.

Responsibilities

- Develop an annual work plan to address and identify priorities and issues to ensure that the outcomes support TO Live's strategic priorities.
- Setting and reviewing measurable diversity, equity and inclusion objectives and actively monitoring progress against Key Performance Indicators (KPIs) on an annual basis.
- Drives awareness and education to all departments for the benefit of employees, community, clients, and patrons.
- Identify specific education content for employee training and professional development.

- Act as change agents/ambassadors for TO Live, champion diversity, equity, and inclusion and promote them both internally and externally.
- Manage all activities within approved budget.
- Ensure working groups are functioning as per the work plan and are meeting regularly.
- Create calendar of upcoming diversity, equity, and inclusion employee events.
- Stay informed, share industry research and best practices.

GOALS*

1. Identify and address systemic barriers within the arts.
2. Ensure our policies and procedures meet the needs of our employees to help ensure TO Live employees feel safe and a sense of belonging.
3. Serve as a resource for guidance and development of best practises, programs, and strategies for hiring and internal growth.

**The DEI Committee will review, approve and develop a Strategic Plan that includes objectives and actions for each of the 3 goals.*

WORKING GROUPS

The work of the DEI Committee will commence within four working groups. These groups will focus on addressing the TO Live goals.

- The working groups include:
 - Education
 - Respectful Workplace – *safe and belonging best practices*
 - Communication/Employee Engagement – *internal events/calendar/internal communication*
 - Talent Management– *Mentorship/Sponsorship*

Meeting 1

Review and approve DEI Committee Charter

Discuss the DEI Committee mission

Review and approve the DEI Committee's 3 goals

Discuss working group titles and membership

Meeting 2

Review and approve the DEI Committee mission

Draft Strategy i.e. discuss objectives/actions for each goal

Put forward a plan for working groups' scope

Meeting 3	Update from working groups on scope/draft strategy
Meeting 4	Update from working groups on scope/draft strategy – Implementation plan (short term goals)
Meeting 5	Discuss and finalize the strategy document
Meeting 6	Implementation (TBD)
Meeting 7	Implementation (TBD)
Meeting 8	Implementation and update Strategy document

2020-2021 DRAFT BUDGET

2020 Budget: \$ 5,055

- education material
- training – senior management
- meetings

****2021 Budget: \$ 75,150**

- training
- consulting
- meetings
- events
- promotional material

*** included as part of the overall 2021 operating budget,
subject to City Council approval*



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