



REPORT FOR ACTION

Inclusion, Diversity, Equity, and Access - Staff Committee Update

Date: May 18, 2021

To: Environmental, Social and Governance Committee of the Board of Directors of TO Live

From: President and CEO

SUMMARY

The purpose of this report is to provide the Board with an update on the progress of TO Live's Inclusion, Diversity, Equity, and Access Internal Staff Committee.

RECOMMENDATIONS

The President and Chief Executive Officer recommends that the Board of Directors of TO Live receive this report for information.

FINANCIAL IMPACT

There is no financial impact.

DECISION HISTORY

At the May 3, 2021 meeting, the Board received a report on the Inclusion, Diversity, Equity, and Access Staff Committee Update - Action Plan

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.CT24.2>

COMMENTS

The first Inclusion, Diversity, Equity and Access (IDEA) committee meeting kicked off on October 1, 2020. Committee members shared their own background/experiences, discussed potential initiatives, and the Committee's charter and goals. Work then commenced on developing the Committee's mission.

The second IDEA Committee meeting was held on December 8, 2020. Discussion involved finalizing the mission statement, members' input on the Committee's strategic plan and working groups to be formed. Working groups were established into four categories: Education, Respectful Workplace, Communications and Talent Management, with commencement of work anticipated for the first quarter of 2021.

The third IDEA Committee meeting was held on February 22, 2021. Members' expectations on the mission and purpose of the Committee was discussed relative to ensuring actionable items resulted from each objective of the Committee's strategic plan. Working groups provided their first updates to the Committee as follows:

- The Education working group put together a list of free resources for staff and was formulating topics for staff training in 2021.
- The Respectful Workplace working group noted their priorities of reviewing TO Live's Respectful Workplace Policy (#230), how security and policing is used in TO Live venues, the need for employee surveying, and the creation of Employee Resource Groups (ERGs).
- The Communications working group identified the need to communicate the IDEA strategy to staff, and for staff surveys.
- The Talent Management working group was working on the review of job descriptions and development of mentorship programs.

The fourth IDEA Committee meeting was held on May 17, 2021 where the Committee's strategic plan and timelines were reviewed. Also discussed was the need for KPIs to measure and quantify the changes made because of work by TO Live staff, the IDEA Committee, and its working groups. . Each working group provided their updates to the Committee as follows:

- The Education working group gave an overview of their recommended 2021 Training Proposal.
- The Respectful Workplace working group noted the review being done on TO Live's Respectful Workplace Policy (#230). A proposal to have Virtual Suggestion Boxes for employees to anonymously forward suggestions for discussion at future TO Live Town Halls was approved, and a need to formulate a process for staff returning to the offices was identified.

- The Communications working group noted that, following the recent launch of TO Live's [IDEA Action Plan](#), next steps would be to regularly report on IDEA accomplishments to staff. A recommendation for a survey provider that would allow for multiple staff surveys with the ability for self-identification, pulse checking, and feedback was given. In addition, the recommended survey provider would allow for the flagging of opportunities with responding resources to chart forward the organization.
- The Talent Management working group discussed the work being done on broadening opportunities for skills development for BIPOC staff, a job description template and scoring system being developed, and the review of TO Live's Employment Equity Policy (#213).

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SIGNATURE

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President and CEO

ATTACHMENTS
