



Town of Newmarket  
395 Mulock Drive P.O. Box 328,  
Newmarket, Ontario, L3Y 4X7

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## **Diversity, Equity and Inclusion Working Group Annual Report for 2020 Information Report to Council**

Report Number: INFO-2021-22

Department(s): Human Resources  
Recreation and Culture Services  
Legislative Services

Author(s): Jennifer Rose, Healthy Workplace Program Specialist  
Anita Mehta, Learning and Development Program Specialist  
Rob Wilson, Manager of Culture & Community Events  
Kiran Saini, Deputy Town Clerk

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In accordance with the Procedure By-law, any member of Council may make a request to the Town Clerk that this Report be placed on an upcoming Committee of the Whole agenda for discussion.

### **Purpose**

The purpose of this report is to provide Council with an update on the work completed by the Town's internal Diversity, Equity and Inclusion Working Group.

### **Background**

The Diversity, Equity and Inclusion Working Group (DEIWG) was formed in July 2018 and is comprised of staff from across the organization who volunteer their time on the Working Group. The Strategic Leadership Team (SLT) and Operational Leadership Team (OLT) are sponsors of DEIWG and have designated at least one member of SLT and OLT to sit on the Working Group. As Sponsors, they champion the program by supporting initiatives by communicating and promoting them to staff as well as being an active participant, and advocating for funds and resources when possible as requested by the Working Group.

The purpose of the DEIWG is:

- To implement various Diversity, Equity and Inclusion activities that align with Corporate objectives (priorities);
- To build awareness, educate and sustain a positive working environment;
- Coordinate Diversity, Equity and Inclusion related social activities;
- Establish regularly convened forums to announce (or change) initiatives that promote equity, diversity and inclusion;
- Develop a “Diversity, Equity and Inclusion Lens” or “DEI Lens” to identify and make recommendations to remove existing, potential or systemic barriers in policies and procedures;
- Review current processes – such as performance management, employee complaint process, and recruitment and selection among many others.
- Create resources and tools for staff around the various elements of workplace diversity and inclusion;
- Develop and provide support to Employee Resource Groups;
- Implement regional and corporate inclusion statements or “Charters”; and,
- Provide guidance and feedback to corporate leadership as appropriate.

## **DEIWG Membership**

While membership on the DEIWG is voluntary and is subject to change, as of the time that this report was written and distributed the membership was as follows:

- Scott Ansell
- Barbara Bacchus
- Denise Chang
- Tania Ferus
- Lynn Georgeff
- Jeremy Inglis
- Nicholas Koopman
- Mike Mayes
- Ian McDougall
- Pat McIntosh
- Anita Mehta
- Pauline Pierce
- Janet Raponi
- Fiona Rodrigues
- Jennifer Rose
- Kiran Saini
- Craig Schritt
- Heather Weaver
- Rob Wilson

## Discussion

In 2020, the DEIWG revised its Terms of Reference to include an annual report to Council to provide information on the Town's diversity, equity and inclusion initiatives. This report serves as an update on the work completed in 2020 as well as a forecast into the work being undertaken or planned for in 2021.

### 2020 & 2021 Accomplishments

- Updates to the Town's website to ensure ongoing accessibility compliance.
- Start every DEIWG meeting with an Indigenous Land Acknowledgement
- Newmarket Public Library created an Inclusion and Anti-Discrimination policy
- Offered guidance on the Town's statement regarding the murder of George Floyd
- Diversity, Equity and Inclusion webpage created on the Town's website [newmarket.ca/diversityandinclusion](https://newmarket.ca/diversityandinclusion)
- Development of a Diversity, Equity and Inclusion [Plan](#) and [Lens](#)
- Town forms were reviewed and updated to ensure the use of inclusive language

### 2021 Work Plan

#### **Town Central Resource List and External Webpage**

DEIWG Staff will curate ongoing resources, which will be offered to all staff. Resources will be organized by media type (e.g., videos, podcasts, articles, webinars, etc.) and shared on a regular schedule via Town Central to promote ongoing learning and awareness of DEIWG issues and trends.

#### **Diversity, Equity and Inclusion Plan and Lens Training**

The DEIWG created a DEI Plan and Lens, and training will be deployed to all staff starting in June focusing on how to apply the DEI Lens. Applying the DEI Lens will ensure staff are considering diversity, equity and inclusion principles in all areas of their work, such as policy development, service and program delivery.

#### **Survey to Staff on Corporate Training Needs**

Following the DEI Plan and Lens training noted above, a survey to understand corporate training needs will be deployed to staff. The goal of the survey is to understand what areas staff believe they would benefit from receiving training in.

## **Diversity, Equity and Inclusion Foundations & Anti-Black Racism Training**

The Town has arranged for corporate training to be deployed in the areas of Diversity, Equity and Inclusion Fundamentals and Anti-Black Racism. These two training areas are scheduled to take place over the next several months and will go into next year. It should be noted that costs associated with training new staff and providing refresher training for these two areas will require additional funding.

### **DEI Foundations training:**

- Non-management staff will be required to complete the Building Awareness of a Diverse, Equitable and Inclusive Workplace eLearning training.
- People leaders will attend a half-day virtual instructor-led training program entitled Diversity, Equity and Inclusion in the Workplace.
- Deployment of training will commence in the summer.

### **Anti-Black Racism Training:**

- All staff will be required to complete an eLearning module entitled Let's Talk about Racism which will cover both Anti-Black and Anti-Indigenous racism.
- Deployment of training will commence in early 2022.

## **Culture Celebrations and Days of Significance**

As June is Indigenous Awareness month staff will be holding a lunch and learn session for Town staff on June 24. Kim Wheatley, an Indigenous Advisor to the Town, will talk about Indigenous history, customs, traditions and food.

The staff who sit on the DEIWG will be using cultural celebrations (e.g., Ramadan, Diwali, Chinese New Year, Passover, etc.) as an opportunity to share fun facts on different holidays to educate staff through Town Central and bulletin boards. These sessions will occur over virtual lunch and learn sessions celebrating cultural celebrations. Staff will be given an opportunity to speak about the origins of the celebration, traditions, customs and food.

## **Policies under Review**

As policies are up for review or update, the Town is taking a proactive approach to applying the DEI Lens. Examples of these policies that are being reviewed include the Harassment and Discrimination Free Workplace, Violence-Free Policy, and Recruitment Policy.

## **Succession Planning**

As the Town prepares to implement a formal succession planning program, the Town is exploring the use of a DEI assessment or training for senior leadership team who will be involved in identifying high potentials/high performers. The

purpose of this is to bring awareness from a DEI and unconscious bias lens when selecting candidates.

## **Representation on other groups**

DEIWG members also sit as staff liaisons on the Newmarket Anti-Black Racism Task Force, and the Engaged Inclusive Communities project led by Neighbourhood Network. Staff are also part of the York Region Municipal Diversity and Inclusion Group, and the Diversity, Equity and Inclusion Community of Practice where best practices, resources, events, and information are shared. The Town is now a member of the Canadian Centre for Diversity and Inclusion, which will provide staff access to resources, webinars and other information.

## **Conclusion**

The Town's DEIWG will continue to report annually to Council and the public to provide updates on the Town's diversity, equity and inclusion initiatives.

## **Business Plan and Strategic Plan Linkages**

Council's Strategic Priorities for 2018-2022 are guided by the principles of diversity and inclusion, and the Diversity, Equity and Inclusion Working Group specifically assists with creating an environment for an engaged, accessible and inclusive community.

## **Consultation**

The Diversity, Equity and Inclusion Working Group members were consulted as part of this report.

## **Human Resource Considerations**

None.

## **Budget Impact**

None

## **Attachments**

None.

## **Contact**

For more information contact:

Current DEIWG Chair, Rob Wilson at [rwilson@newmarket.ca](mailto:rwilson@newmarket.ca);

Current DEIWG Vice Chair, Anita Mehta at [amehta@newmarket.ca](mailto:amehta@newmarket.ca); or

Healthy Workplace Program Specialist, Jennifer Rose at [jrose@newmarket.ca](mailto:jrose@newmarket.ca)

## **Approval**

Lynn Georgeff, Director, Human Resources

Ian McDougall, Commissioner, Community Services

Esther Armchuk, Commissioner, Corporate Services

Peter Noehammer, Commissioner, Development and Infrastructure Services

Jag Sharma, Chief Administrative Officer