

From: **"Mochrie, Paul" <Paul.Mochrie@vancouver.ca>**

To: **"Direct to Mayor and Council - DL"**

Date: 7/29/2021 1:59:47 PM

Subject: RTS 13827 - Gender, Diversity and Intersectional Audit Update #3

Attachments: CCO - Memo #3 - GDI Audit 13827 July 2021.pdf

Dear Mayor and Council,

Please find attached a memo from the City Clerk responding to June 22nd Council inquiry for a progress update on the Gender, Diversity and Intersectional Audit, and specifically inquiring when interviews with Council members will take place. These interviews are intended to take place in September. Staff will be in further contact with your assistants to schedule.

Please contact the City Clerk, Katrina Leckovic, at Katrina.leckovic@vancouver.ca with questions pertaining to this memo.

Best,
Paul

Paul Mochrie (he/him)
City Manager
City of Vancouver
paul.mochrie@vancouver.ca



The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the x^wməθk^wəyəm (Musqueam), Skwxwú7mesh (Squamish), and səlilwətał (Tsleil-Waututh) Nations.

MEMORANDUM

July 29, 2021

TO: Mayor and Council

CC: Paul Mochrie, City Manager
Karen Levitt, Deputy City Manager
Lynda Graves, Administration Services Manager, City Manager's Office
Maria Pontikis, Director, Civic Engagement and Communications
Anita Zaenker, Chief of Staff, Mayor's Office
Neil Monckton, Chief of Staff, Mayor's Office
Alvin Singh, Communications Director, Mayor's Office
Sandra Sigh, General Manager, Arts, Culture and Community Services
Aftab Erfan, Chief Equity Officer, Equity Office
Tina Penney, Director of Legislative Operations and Deputy City Clerk

FROM: Katrina Leckovic, City Clerk

SUBJECT: Gender, Diversity and Intersectional Audit – Update #3

RTS #: 013827

PURPOSE

This memo provides a response to Councillor De Genova's enquiry at the June 22, 2021 Council meeting into a progress update on the Gender, Diversity and Intersectional Audit, and specifically when interviews with Council members will occur. These interviews are scheduled to begin in September, 2021.

BACKGROUND

On March 10, 2020, Council passed a resolution establishing an annual Gender, Diversity and Intersectional Audit. The resolution reads:

THEREFORE BE IT RESOLVED THAT Council direct staff in the City Clerk's Office to establish an annual Gender, Diversity, and Intersectional Audit to examine how Vancouver City Council operates, and make recommendations for policy, bylaw, and convention changes to promote gender, diversity, and intersectional equity in Vancouver City Council including examining:

- *Descriptive statistics, including the volunteer reporting of gender identity, diversity, and intersectional representation amongst election candidates, elected members of council, non-elected support staff, and advisory bodies;*

- *Infrastructure currently in place to support council members and staff with their work including building layouts and furnishings, access to childcare, safe spaces, inclusive artwork, chamber floor permissions, night sittings, parental leave, proxy voting, video conferencing, electronic voting, and washroom inclusivity and accessibility;*

- *Policies and legislation in place to change the workplace culture including those pertaining to codes of conduct, harassment, sexual harassment, heckling, gender based analysis plus (GBA+) and equity;*

FURTHER THAT the Audit be designed and led by City Clerk's Office with the input and involvement of Advisory Committees;

AND FURTHER THAT this first audit and recommendations be presented to Council in Q1 2021 during International Women's Day Week and in each subsequent year at this time.

On November 5, 2020, staff provided a memo indicating that this first annual audit would focus on elected officials, previous Council/Mayoral candidates, Advisory Body members, and Council support staff. The memo specified that the initial findings would be presented to Council during International Women's Week 2021.

On February 29, 2021, staff provided a memo sharing highlighted data currently available, as well as gaps in our data collection systems. The City does not systematically collect the types of demographic information requested by this audit, and new data collection initiatives are needed to effectively answer Council's questions about representation and access.

On March 10, 2021, staff from the Equity Office provided an update on the Women's Equity Strategy, referencing not only that Strategy but also other work underway that supports the common theme of women's full participation in the workforce and engagement in public life. The Gender, Diversity, and Intersectionality Audit is one of these projects.

On June 22, 2021 staff were asked to provide a Gender, Diversity and Intersectional Audit update and to specify when Council will be interviewed to ensure Council's input informs the next reporting stage. This memo is in response to that direction.

On July 20, 2021, Council approved the Equity Framework, which provides a common understanding and a united approach to equity to be used by all City Departments.

DISCUSSION

The Gender, Diversity and Intersectional audit is the product of collaboration between the City Clerk's Office, the Equity Office (EO), and the Social Policy and Projects Department of Arts, Culture and Community Services. The role of the Equity Office has been particularly important, and it is intended that the EO will be central to this project as it proceeds. Given the EO's areas of expertise, its leadership in this initiative is key.

As shared during the Equity Office's March 10, 2021 presentation on the Women's Equity Strategy and the July 20, 2021 presentation on the Equity Framework, there are numerous projects in place and under development that address issues connected to equity, identity, diversity, access, and inclusion. Many of these projects are conceived through a lens of identity (e.g. gender) and contained within one of several identity-based strategies (e.g. Women's Equity Strategy), but they depend on inclusion within a functional strategy (e.g. Childcare strategy) or work plan (e.g. Human Resources annual work plan) to be operationalized and implemented. The Equity Office is then responsible for overall coordination, tracking progress and reporting on the many initiatives, in accordance with the Equity Framework. The Gender, Diversity and Intersectional Audit and any actions emerging from it may be included under the umbrella of the Women's Equity Strategy and will be operationalized through the Clerk's Office which has operational responsibility for Council and the Advisory Bodies, and ultimately reported on through the integrated effort coordinated by the Equity Office.

The Gender, Diversity and Intersectional Audit research has been developed to align with other research and engagement initiatives and tools. One of these initiatives is the Employee Benchmark Survey, which was implemented in the spring by the Equity Office in partnership with Human Resources departments. This survey tool, which was fully optional, captured staff composition pertaining to gender identity, diversity, and intersectional representation in a nuanced and thoughtful way. It allowed for the collection of disaggregated demographic data that provided deeper insight into the composition of the City's workforce. Understanding the composition of the City's employee base helps us determine whether the City's workforce composition reflects the diversity of Vancouver more broadly. The survey also asked workplace experience questions which, together with the demographic questions, allows us to diagnose workplace diversity problems and workplace inclusion problems. The employee benchmark survey was facilitated and analyzed by a third party, and reporting back will be in an aggregated format in order to preserve confidentiality. Staff plan to share the first set of findings from this survey in a Council memo in fall 2021.

A similar demographic survey tool will also be used to assess and understand our Advisory Bodies. By using many of the same questions, the information we collect about Advisory Bodies will be comparable to the information collected about employees. The use of a standardized information collection process makes the information more useful and valuable. If we can standardize data collection methods across the City, we can establish City-wide indicators to measure our progress towards our diversity and equity goals.

Interviews pertaining to the Gender, Diversity and Intersectionality Audit for Council are scheduled to start in September 2021. An e-mail invite will be distributed by the end of July. These interviews will be qualitative and aim to explore workplace experiences, potential workplace inclusion challenges, and ideas for improvement. Interview questions will align with the Women's Equity Strategy and the Equity Framework.

CONCLUSION

Staff will continue working interdepartmentally during the upcoming data collection and data evaluation phases to integrate the Audit into existing work.

Please do not hesitate to contact me should you have any questions or require additional information.

Regards,

A handwritten signature in black ink, appearing to read 'K. Leckovic', with a stylized flourish at the end.

Katrina Leckovic
City Clerk

604.873.7998 | katrina.leckovic@vancouver.ca