



**City of Kingston
Information Report to Council
Report Number 16-026**

To: Mayor and Members of Council
From: Cynthia Beach, Commissioner, Corporate & Strategic Initiatives
Resource Staff: Same
Date of Meeting: December 15, 2015
Subject: 2015 Status Update: Canadian Coalition of Municipalities
Against Racism and Discrimination (CCMARD)

Executive Summary:

Staff provided Report AP-09-025 to the Administrative Policies Committee on November 12, 2009. As indicated in that report, the Canadian Coalition of Municipalities against Racism and Discrimination (CCMARD) champions the introduction of local policies to fight racism and discrimination in urban regions across Canada, and is part of a larger international coalition promoted by UNESCO. As of April, 2015, 63 municipalities across Canada have joined CCMARD.

Staff will report to Council during the first year of each new Council term with respect to the actions undertaken toward the realization of the CCMARD's Ten Common Commitments, or as otherwise deemed necessary to update Council or to seek approval for new initiatives.

Recommendation:

This report is for information only.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Cynthia Beach, Commissioner,
Corporate & Strategic Initiatives**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Lanie Hurdle, Community Services

Denis Leger, Transportation, Facilities & Emergency Services

Jim Keech, President and CEO, Utilities Kingston

Desiree Kennedy, Chief Financial Officer & City Treasurer

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Options/Discussion:**Purpose:**

The purpose of this report is to provide Council with an update regarding the actions taken by the City of Kingston towards the realization of the Ten Common Commitments that were endorsed by the City when it became a member of the Canadian Coalition of Municipalities against Racism and Discrimination (CCMARD).

Background:

Staff provided Report AP-09-025 to the Administrative Policies Committee on November 12, 2009. This report outlined the origin and purpose of the CCMARD, the work required under the CCMARD declaration, the resources required to support this work, and how this work would benefit Kingston. The Administrative Policies Committee recommended the following motion which was approved by Council at its meeting held on December 1, 2009:

“WHEREAS the Canadian Commission of UNESCO (United Nations Educational, Scientific and Cultural Organization) is calling on municipalities to join a Canadian Coalition of Municipalities Against Racism and Discrimination and be part of UNESCO’s international coalition launched in 2004; and

WHEREAS the Federation of Canadian Municipalities endorses the Call for a Canadian Coalition of Municipalities against Racism and Discrimination and encourages its members to join; and

WHEREAS municipal governments in Canada, along with other levels of government, have responsibilities under Canada’s Charter of Rights and Freedoms as well as federal, provincial and territorial human rights codes, and therefore have an important role to play in combating racism and discrimination and fostering equality and respect for all citizens;

THEREFORE BE IT RESOLVED THAT The Corporation of the City of Kingston agrees to join the Canadian Coalition of Municipalities Against Racism and Discrimination and, in joining the Coalition, endorses the Common Commitments (listed on page 5 of this report) and agrees to develop or adapt its own unique Plan of Action accordingly; and

THAT these Common Commitments and Kingston’s unique Plan of Action will be an integral part of the municipality’s vision, strategies and policies; and

THAT in developing or adapting and implementing Kingston’s own unique Plan of Action toward progressive realization of the Common Commitments, the municipality will cooperate with other organizations and jurisdictions, including other levels of government, Aboriginal people, public and private sector institutions, and civil society organizations, all of whom have responsibilities in the area of human rights; and

THAT Kingston will set its priorities, actions and timelines and allocate resources according to its unique circumstances, and within its means and jurisdiction. Kingston will exchange its

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expertise and share best practices with other municipalities involved in the Coalition and will report publicly on an annual basis on actions undertaken toward the realization of these Common Commitments.”

In joining CCMARD, the City agreed to endorse the 10 Common Commitments to inform and guide its work in addressing racism and discrimination. The 10 Common Commitments are as listed below:

Responsibility #1 - The municipality as a guardian of the public interest

1. Increase vigilance against systemic and individual racism and discrimination.
2. Monitor racism and discrimination in the community more broadly as well as municipal actions taken to address racism and discrimination.
3. Inform and support individuals who experience racism and discrimination.
4. Support policing services in their efforts to be exemplary institutions in combating racism and discrimination.

Responsibility #2 - The municipality as an organization in the fulfillment of human rights

5. Provide equal opportunities as a municipal employer, service provider and contractor.
6. Support measures to promote equity in the labour market.
7. Support measures to challenge racism and discrimination and promote diversity and equal opportunity in housing.

Responsibility #3 - The municipality as a community sharing responsibility for respecting and promoting human rights and diversity

8. Involve citizens by giving them a voice in anti-racism initiatives and decision-making.
9. Support measures to challenge racism and discrimination and promote diversity and equal opportunity in the education sector and in other forms of learning.
10. Promote respect, understanding and appreciation of cultural diversity and the inclusion of Aboriginal and racialized communities into the cultural fabric of the municipality.

In 2010, City staff developed a three year Action Plan for next steps. Year one included the establishment of a corporate committee, conducting an environmental scan of existing policies and programs, identifying a process for data collection, conducting a gap analysis, developing a plan to address the gaps, developing a strategy to address racism and discrimination in the workplace, identifying the resources needed to complete the work and making recommendations to Council on the composition/purpose of an advisory committee. In year two a community assessment was to be undertaken and in year three the Community Action Plan was to be prepared. Although approved by CMT, work on the Action Plan did not commence at that time.

Also in 2010, City staff responded to a CCMARD Signatory Member Survey that was designed to provide insight into the stage of development of various members in achieving the Ten Common Commitments. Through that survey the City provided information respecting such

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matters as: existing policies on Employment Equity and Harassment and Discrimination in the Workplace; staff training initiatives; community partnerships; existing advisory committees; support for community initiatives; and policies and training specific to the Police Department.

Discussion:

As a signatory municipality of the CCMARD, the City indicated its commitment to reduce and hopefully eliminate racism, discrimination and marginalization and to build a welcoming and inclusive community. Although a "formal" Action Plan has not been initiated to date, the City has undertaken numerous initiatives and activities in working towards the achievement of the Ten Common Commitments. Our local circumstances and needs, together with available staff capacities and resources, have dictated the scope of the work that has been undertaken to date. A summary of the City's actions respecting each of the Common Commitments is provided in Exhibit A attached hereto.

As an organization, the City has incorporated inclusion and equity objectives in many aspects of its business practices. For some Commitments, new policies or activities were initiated. For others, existing policies and programming were evaluated to determine if they met the objectives of the Commitments or if they could be revised/updated to achieve the desired objective. Existing policies include Employment Equity, Workplace Violence, Harassment and Discrimination and Code of Conduct. Specific training sessions have been provided on human rights, harassment and respect in the workplace. New and existing employees and Council members receive orientation and training respecting these policies.

As a municipal employer, City staff has attended seminars and workshops to gain an understanding of such things as the new Canadian Immigration Laws. The City has participated in diversity training, cultural competency training and training in integrating immigrants into the workforce. In addition, the City participated in a mentorship program for immigrants with Kingston Employment and Youth Services (KEYS) and partnered with KEYS to provide an internship to an immigrant which resulted in a part-time position.

Working with its many community partners, key areas have been identified for strategic action, inclusion and equity objectives through various community initiatives, strategic planning processes and directional decisions made by Council. This has included the development of the Sustainable Kingston Plan, the Poverty Reduction Plan and the Housing and Homelessness Plan.

In terms of involving citizens by giving them a voice in decision-making, one of Council's priorities for its current term is to foster open government, thereby making Council activity and decision making more accessible and inclusive to all. Council revised the criteria to serve on a City Committee to include persons who have been given permanent resident status by immigrating to Canada but who are not a Canadian citizen as long as they have resided in the City for at least one year. Also, Council approved a motion that cultural diversity be given stronger weight and increased attention in the recruiting and appointment process for the Arts Advisory Committee membership. Staff also developed a new approach to promoting citizen recruitment that is aimed to appeal to populations that would not routinely apply, which include

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youth and new immigrants. The City is also piloting a Voluntary Diversity Identification Form that will be used for statistical purposes to assess whether the City has been successful in recruiting youth, ethnic and other populations.

The City has also undertaken numerous initiatives to promote respect, understanding and appreciation of the cultural diversity of our community. This has included sponsoring the Kingston Multicultural Arts Festival, the Diversity Works Symposium and National Aboriginal Day. The City continues to support the ongoing development of the Kingston Immigration Portal and is a member of the Kingston Immigration Partnership. Council regularly recognizes First Peoples events and has incorporated First Peoples traditions and ceremonies as part of its meetings. The City is also represented on numerous First Peoples associated community groups and continues to pursue a number of initiatives through programs and policies that are intended to raise the profile and presence of First Peoples as active members of the Kingston Community.

During 2013-2015 staff has continued to monitor the Ten Common Commitments and the City's Initiatives that have been undertaken to realize those commitments. This is reflected in Exhibit A attached hereto. City staff has also undertaken research on other municipality's CCMARD Action Plans in order to gain an appreciation for the planning process that was undertaken as well as the degree of involvement in that process from both internal and community stakeholders. Based on that research, a draft planning process has been identified. This would be a significant undertaking for which budget has not been allocated. In order to identify the critical success factors to be achieved through the CCMARD Action Plan, a staff committee would need to be formed, community stakeholders would need to be engaged and data would need to be gathered and analyzed.

Should Council wish to proceed with the establishment of a more formal CCMARD Action Plan, direction should be provided to staff to bring back a further report that outlines the proposed CCMARD planning process together with the required resources and finances that would be required to undertake the necessary work and preparation of the Action Plan.

By continuing to strengthen and further develop procedures, policies and practices with the goal of creating a respectful, safe, inclusive and welcoming city, Kingston can:

- become an organization of choice;
- attract and retain a representative workforce in a competitive market;
- continue to operate within human rights and other relevant legislation;
- be seen as a desirable destination community where everyone has an equal opportunity to participate in the economic, social, cultural, recreational and political life of the community;
- improve service delivery; and
- integrate diversity goals into its organizational plans to ensure a sustainable and consistent approach across the corporation.

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As indicated in the 2009 motion, the City was to report annually on the actions undertaken toward the realization of the Ten Common Commitments. Staff is recommending that the reporting occur during the first year of each new Council term at a minimum or as otherwise deemed necessary to update Council or to seek approval for new initiatives.

Existing Policy/By-Law:

The City has established policies to address such matters as Employment Equity, Workplace Violence and Workplace Harassment and Discrimination.

Notice Provisions:

There are no required notice provisions.

Accessibility Considerations:

This report is A.O.D.A. compliant and may be available in alternate formats, if requested.

Financial Considerations:

As noted in Report AP-09-025, development of the Plan of Action as envisioned by Council's 2009 motion would have budget implications with respect to such things as research on best practices and the allocation of resources. Based on staff's research of the planning process used in other municipalities, the advancement of a formal CCMARD Work Plan would necessitate the establishment of a staff committee, consultation with community stakeholders and data collection and analysis. This would be a significant undertaking that would require a project leader and dedicated staff resources across City departments. At this time, funds have not been allocated for such initiative.

Contacts:

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Other City of Kingston Staff Consulted:

George Wallace, Senior Special Projects Manager

Sherry Cruise, Manager, Recruitment & Selection

Terri-Lynn Brennan, Program Coordinator - Heritage, Community Engagement & Education

Donna Harrington, Office of the Chief of Police

Exhibits Attached:

Exhibit A – Establishing a Baseline for 2015

Establishing a Baseline – 2015

RESPONSIBILITY #1

The municipality as a guardian of the public sector

CCMARD'S TEN COMMON COMMITMENTS	PRESENT STATE – WHAT IS COK DOING NOW?
<p>1. Increase vigilance against systemic and individual racism and discrimination</p>	<ul style="list-style-type: none"> ▪ Employment Equity Policy ▪ Workplace Violence Policy ▪ Workplace Harassment Policy ▪ Code of Conduct Policy ▪ Harassment and Discrimination Policy ▪ Training of employees on policies ▪ Participation on the Kingston Immigration Partnership Employment Advisory Group ▪ Sponsor of Multicultural Arts Festival ▪ Sponsor of National Aboriginal Day ▪ Sponsor of Diversity Works Conference ▪ City of Kingston staff attendance at Diversity Works Conference ▪ City representation on numerous First Peoples associated community groups
<p>2. Monitor racism and discrimination in the community more broadly as well as municipal actions taken to address racism and discrimination</p>	<ul style="list-style-type: none"> ▪ Violence and Harassment Advisor Team ▪ Client Services tracks complaints and feedback about accessibility of city services ▪ Accessibility Plan ▪ Age Friendly Plan ▪ Poverty Reduction Initiative ▪ First Peoples Purposeful Dialogues Report
<p>3. Inform and support individuals who experience racism and discrimination</p>	<ul style="list-style-type: none"> ▪ Training on diffusion and resolution of conflict ▪ Training on Code of Conduct policy ▪ Respect in the Workplace training ▪ Employee Assistance Program support services, counseling ▪ Collection and analysis of trends of identified discrimination or racism complaints

CCMARD'S TEN COMMON COMMITMENTS	PRESENT STATE – WHAT IS COK DOING NOW?
<p>4. Support policing services in their effort to be exemplary institutions in combating racism and discrimination</p>	<ul style="list-style-type: none"> ▪ 211 call service that connects caller, in the language of their choice, to non-emergency social, health, and government services and programs ▪ Police service maintains policies and procedures on bias-free policing, as well as policies in line with provincial standards on workplace harassment and investigating hate/bias-motivated crimes and hate propaganda ▪ Victim Services and Diversity Coordinator participates in the Diversity & Inclusion Network Steering Subcommittee of the Ontario Association of Chiefs of Police and works to ensure that police services are delivered in a fair and equitable manner, regardless of race, ethnicity, cultural background, or sexual orientation/identity ▪ Diversity Coordinator identifies and reviews hate crime occurrences ▪ Diversity Coordinator keeps officers informed as to community events and emerging issues ▪ Diversity Coordinator provides input during the business planning process and is first point of contact for cultural, ethnic, religious, and gender/sexual minorities to become engaged in the delivery of police services in the community

RESPONSIBILITY # 2

The municipality as an organization in the fulfillment of human rights

CCMARD'S TEN COMMON COMMITMENTS	PRESENT STATE – WHAT IS COK DOING NOW?
<p>5. Provide equal opportunities as a municipal employer, service provider and contractor</p>	<ul style="list-style-type: none"> ▪ Harassment & Discrimination Policy ▪ Council orientation ▪ Employee orientation ▪ Attendance at Passport to Effective Foreign Worker Recruitment: Understanding Canadian Immigration ▪ Participate in mentorship program for immigrants (Kingston Employment and Youth Services – KEYS) ▪ Partnered with Kingston Employment and Youth

CCMARD'S TEN COMMON COMMITMENTS

PRESENT STATE – WHAT IS COK DOING NOW?

	<p>Services to provide an internship to an immigrant which lead to a part time position.</p> <ul style="list-style-type: none"> ▪ Participate in diversity training, cultural competency training, employer training in integrating immigrants into the workplace, hiring and retain internationally trained workers ▪ Request for Proposal for the City of Kingston Workforce/In-Migration Strategy
<p>6. Support measures to promote equity in the labour market</p>	<ul style="list-style-type: none"> ▪ Constant monitoring of recruitment, hiring and retention policies to ensure practices are fair and equitable ▪ Targeted career fairs – colleges and university, newcomers to Canada (KIP/KEYS), internationally trained professionals ▪ Immigration portal ▪ Mentorship of immigrants ▪ Business networking events for immigrants ▪ Internship information provided to CMT and Directors on a quarterly basis ▪ Newcomers Welcome Gift provided from the City of Kingston which includes transit and recreation pass, 2 tickets to the Grand Theatre along with additional information including how to apply for positions at the City of Kingston
<p>7. Support measures to challenge racism and discrimination and promote diversity and equal opportunity in housing</p>	<ul style="list-style-type: none"> ▪ Poverty Reduction Initiative ▪ Municipal Housing & Homelessness Program ▪ Community Homelessness Prevention Initiative ▪ National Housing Day ▪ Homelessness Prevention Fund

RESPONSIBILITY #3

The municipality as a community sharing responsibility for respecting and promoting human rights and diversity

CCMARD'S TEN COMMON COMMITMENTS	PRESENT STATE – WHAT IS COK DOING NOW?
<p>8. Involve citizens by giving them a voice in anti-racism initiatives and decision-making</p>	<ul style="list-style-type: none"> ▪ One of the priorities for Council's term is to foster open government and thereby make Council activity and decision making more accessible and inclusive to all ▪ Piloting a Voluntary Diversity Identification Form for statistical purposes to assess the City's success in recruiting youth, ethnic and other populations ▪ Developed a new approach to citizen appointment/recruitment aimed to appeal to populations that would not routinely apply, including youth and new immigrants ▪ Accessibility Committee ▪ Youth Employment Task Force ▪ Sustainable Kingston Plan ▪ Parks and Recreation Master Plan ▪ Demographic Engagement-immigrants with permanent residence status can participate on some City Council Committees ▪ Cultural diversity to be given stronger weight in recruiting/appointing members to the Arts Advisory Committee ▪ Immigration Panel – staff attendance ▪ First Peoples Community scripted Recognition Statement adopted by Council and read by the Mayor at the beginning of every Council Meeting
<p>9. Support measures to challenge racism and discrimination and promote diversity and equal opportunity in the education sector and in other forms of learning</p>	<ul style="list-style-type: none"> ▪ Information sessions – Global Internship Program (Queen's) ▪ Partner with St. Lawrence College to deliver training on Conflict Management, Change Management etc. ▪ Partner with Limestone District School Board's and Algonquin-Lakeshore District School Board's Aboriginal Education Consultants to increase First Peoples voices and visibility across schools and in classrooms through artistic residencies and curriculum support

**CCMARD'S TEN COMMON
COMMITMENTS**

PRESENT STATE – WHAT IS COK DOING NOW?

10. Promote respect, understanding and appreciation of cultural diversity and the inclusion of Aboriginal and racialized communities into the cultural fabric of the municipality

- Sponsor of Kingston Multicultural Arts Festival
- Sponsor of National Aboriginal Day
- City Council annually recognizes and utilizes in a good way a gifted First Nations Talking Stick at each Council Meeting during the month of June
- Mayor reaffirms the annual City of Kingston Proclamation of Aboriginal Peoples Month each June
- City Council annually receives traditional smudge at the first Council Meeting of June
- First Peoples Community Chiefs, Elders and Traditional Knowledge Keepers are regularly invited voices and witness to City Council Events and Celebrations
- City representation on First Peoples associated community groups, including Kingston Indigenous Community Council, Kingston Aboriginal Community Information Network, CFB Kingston Defence Aboriginal Advisory Group and the School Boards' Aboriginal Advisory Council
- Sponsor Diversity Works Symposium
- Training session for management and staff on human rights, harassment, respect in the workplace
- Youth Employment Task Force
- Immigration portal
- Developed Standard Operating Procedures for the ceremonial use of First Peoples sacred medicines in City-owned Buildings
- ABLE Financial Empowerment Conference
- Diversity Works Symposium
- Futures Conference
- Works Symposium on Immigration
- Leadership in Human Services
- Kingston Frontenac Anti-Violence Coordinating Committee Protocol Training