TO:	CHAIR AND MEMBERS OF CORPORATE SERVICES COMMITTEE MEETING ON NOVEMBER 21, 2017
FROM:	WILLIAM C. COXHEAD MANAGING DIRECTOR, CORPORATE SERVICES & CHIEF HUMAN RESOURCES OFFICER
SUBJECT	DATA COLLECTION FOR NEW EMPLOYEES

RECOMMENDATION

That, on the recommendation of the Managing Director, Corporate Services and Chief Human Resources Officer, the following actions be taken with respect to demographic information for new hires at the City of London:

a)   pursuant to section 13.6 of the Council Procedure By-law, the actions of the Municipal Council taken at its meeting of May 16, 2017 related to the adoption of clause 4b) of the 18th Report of the Corporate Services Committee, concerning a process for the collection of demographic information for new hires at the City of London, **BE RECONSIDERED**; and,

b)   subject to the approval of a), above, the Civic Administration **BE DIRECTED** to report back to the Corporate Services Committee, every six months commencing February 2017, with demographic information for new hires at the City of London; it being noted that based upon consultation with the external vendor, who is responsible for capturing the new hire demographic data, quarterly reporting of new hire demographics would not provide sufficient data for reporting given the low number of participants and the need to ensure anonymity.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

None

BACKGROUND

This Report is submitted in response to the following resolution of Municipal Council:

At its meeting held on May 16th, 2017, Municipal Council passed the following resolution:

That the following actions be taken with respect to workplace diversity and inclusion activities:

*a) the staff report dated May 9, 2017 entitled "Workplace Diversity and Inclusion Activities", **BE RECEIVED** for information; and,*

*b) the Civic Administration **BE DIRECTED** to initiate an on-going process of data collection (metrics) for new hires at the City of London, by means of voluntary self-disclosure to assist with the collection of demographic information within the Corporation workforce, with the information to be reported out quarterly; it being noted that this process is expected to be similar to the process currently utilized by the London Police Service.*

The purpose of this report is to provide an overview of the steps Civic Administration has undertaken to collect the demographic information for new hires of the Corporation, and to provide an overview of the information collected since implementing the new process. This information will be used over time to inform and develop further strategies and initiatives to increase the diversity within the Corporation, and to assess the Corporation's movement towards a more diverse workforce that is reflective of the community we serve.

London Police Services

Civic Administration has undertaken a review of the process currently utilized by the London Police Service ('LPS"). This included a review of the LPS's website and discussions with the LPS Diversity Officer and Staff Sargent in Recruitment. Based on the review and discussions, the following information was presented:

1) The LPS collects information on all applicants for Constable/Cadet/Civilian through a voluntary Applicant Survey Form. The Form asks the applicants to self-disclose demographic information at the time they apply for employment at LPS.

2) The information is collected.

3) The information that is presented on an annual basis at the London Police Services Board meeting reports on targeted hiring of women and visible minorities.

Corporation of City of London – New Hire Employee Demographic Profile Survey Process

As part of the planned metrics for the Workplace Diversity and Inclusion Plan, a biennial Employee Workforce Census was completed in February 2017. All full-time, part-time and casual employees were provided an opportunity to participate, with 1729 choosing to do so. An overview of this data was provided in the May 9th, 2017 report to Corporate Services Committee.   More information on the biennial Employee Workforce Census will be made available in a separate report later this year, including the updated Census comparison data.

In an effort to further understand our workforce going forward, Civic Administration has considered options to collect new hire employee demographic information on an ongoing basis. This included a review of the current process undertaken by other organizations including the LPS.

Based on this research and review, Civic Administration has implemented a new process effective October 2017 whereby all new hires are provided, as part of their new hire orientation, a copy of the Employee Demographic Profile Survey to complete. As part of this process, new hires are advised that completion of the Employee Demographic Profile Survey is voluntary self-disclosure to assist with the collection of demographic information within the workforce. New hires are also advised that this information will be reported out only to the extent to ensure anonymity. This process will allow for the external vendor, who is assigned to collect these surveys, to generate reports on the range of dimensions of diversity for new hires.

Retroactive New Hire Employee Demographic Profile Survey Process

In order to capture the demographic information from the date the biennial 2017 Workforce Census was completed (February 2017), to the date that Civic Administration implemented the new process noted above (October 2017), Civic Administration undertook a variety of methods to capture this information on a 'retroactive' basis from 1182 new hires . These methods included:

a) sending a link to the survey to 123 employees with a corporate email account;
b) providing the survey to 293 employees during temporary orientation; and,
c) sending the survey to 766 employees via Canada Post.

Despite these efforts, the response rate was low (39%), due in large part to the lack of responses to methodology c). Given the low return rate, the responses, while useful, are not conclusive. This new hire demographic information is attached as Appendix A and B.

Moving Forward

As noted above, commencing in October 2017 all new hires received the Employee Demographic Profile Survey as part of their employee orientation. To date 33 new hires have completed the Employee Demographic Profile Survey with a response rate well above 90%. This new ongoing process will provide Civic Administration with information regarding the demographics of those entering the Workforce, which differs from the biennial Employee Workforce Census which provides a snapshot of the entire demographics at the time of completion. The information received through both of these processes will be used to inform and develop further strategies and initiatives to increase the diversity within the Corporation.

Based on consultation with the external vendor, who is responsible for capturing the new hire demographic data, it was felt that quarterly reporting of new hire demographics would not provide sufficient data for reporting given the low number of participants and the need to ensure anonymity. Furthermore, having regard for the reporting process within the LPS, which is done on an annual basis, it is recommended that Civic Administration report every six (6) months. These future reports will present the new hire demographic information to see how the Corporation is moving towards a workplace that is more reflective of the community we serve.

PREPARED BY:	RECOMMENDED BY:
SALEHA KHAN **SPECIALIST II, ORGANIZATIONAL** **DEVELOPMENT** **(WORKPLACE DIVERSITY AND** **INCLUSION)**	**WILLIAM C. COXHEAD** **MANAGING DIRECTOR CORPORATE** **SERVICES & CHIEF HUMAN RESOURCES** **OFFICER**

Corporation of the City of London
New Hire Census Results February 2017 to October 2017

Data Overview

This report compares the composition of the new hires with the newly released 2016 Census data for the City of London. Where 2016 Census data is not available (e.g., for religion and disability) the most recent data is used and is footnoted.

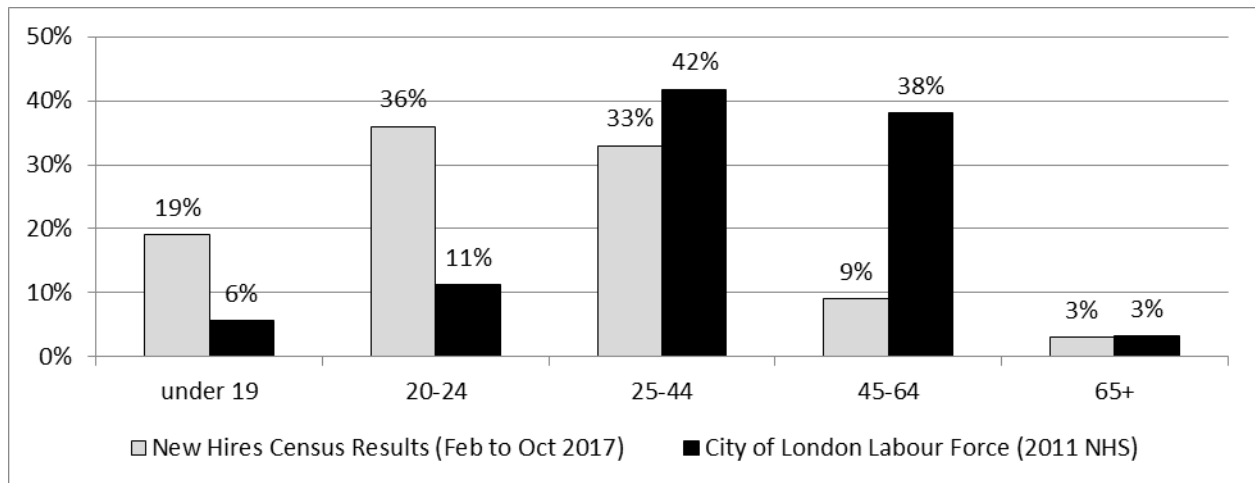**Employment Status:** What is your employment status with the City of London?

Employment Status		
Employment Status	**New Hires Census Results (Feb 2017 to Oct 2017)**	
	Response #	**Response Rate %**
Permanent Full-Time	63	13.6%
Permanent Part-Time	17	3.7%
Temporary / Casual	380	81.9%
No Answer	4	0.9%
TOTAL	**464**	**39%**

Education: What is the highest level of schooling you have completed?

Level of Education	
Level of Education	**%**
Elementary school / Some high school	7.3%
High school graduate or equivalent	11.4%
Some college or technical school	8.8%
College graduate / technical training program	20.5%
Some university	20.7%
University graduate	22.0%
Post graduate or professional designation	8.6%
Other	0%
No answer	0.6%
TOTAL	**100%**

Age Group: Which of the following age categories do you fall into?

Age Profile

2011 NHS. Retrieved from http://www12.statcan.gc.ca/nhs-enm/2011/dp-pd/prof/details/page.cfm?Lang=E&Geo1=CSD&Code1=3539036&Data=Count&SearchText=London&SearchType=Begins&SearchPR=01&A1=All&B1=All&Custom=&TABID=1

Immigration Status: Where you born in Canada? If not, when did you arrive in Canada?

Immigrants by Year of Immigration		
Immigration Status / Year	New Hires Census Results (Feb 2017 to Oct 2017)	City of London (2016 Census)[1]
	%	%
Non-Immigrant	90.9%	75.7%
Immigrant	8.2%	22.2%
No answer	0.9%	--
Year of Immigration		
2011 to 2017	13.2%	13.8%
2006 to 2010	26.3%	12.3%
2001 to 2005	15.8%	10.8%
Before 2000	44.7%	63.1%
Total Immigrants	**100%**	**100%**

1 Statistics Canada. 2016 Census of Canada. Retrieved from: http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=E&Geo1=CSD&Code1=3539036&Geo2=CD&Code2=3539&Data=Count&SearchText=london&SearchType=Begins&SearchPR=01&B1=All&TABID=1

Disability: Based on the provided definition, do you have a disability?

Persons with Disabilities		
	New Hires Census Results (Feb 2017 to Oct 2017)	**Ontario 15-64 years[2]**
Persons with disabilities	8.4%	5.5%

If yes, please tell us which type of disability you have.

Type of Disability	
Type of Disability	**New Hires Census Results (Feb 2017 to Oct 2017)**
Physical disability or health condition (e.g. visual impairment, hearing impairment, require the use of a wheelchair or guide dog or other support animal)	22.0%
Mental health disability (e.g. depression, bipolar, anxiety)	46.3%
Learning disability (e.g. dyslexia, attention deficit disorder)	31.7%
Any other disability affecting your ability to work, such as epilepsy, amputation, etc.)	0%
Total Identifying a Disability	**100%***

2 Statistics Canada. Employment Equity Data Report. Retrieved from: https://www.canada.ca/en/employment-social-development/services/labour-standards/reports/employment-equity-data-report/tables/table01.html

Race / Ethnicity: Please identify the race/ethnicity with which you most strongly identify.

Aboriginal/Indigenous and Visible Minority (Racialized)		
	New Hires Census Results (Feb 2017 to Oct 2017)	**City of London[3] (2016 Census)**
	%	%
Aboriginal/Indigenous	0.6%	2.6%
Visible Minority (Racialized)	15.9%	19.9%

Religion / Faith: Please select which you most strongly identify with.

Religion / Faith		
Religion / Faith	**New Hires Census Results (Feb 2017 to Oct 2017)**	**City of London[4] (2011 NHS)**
	%	%
Aboriginal / Indigenous spirituality	0.4%	0.1%
Buddhist	0.9%	0.8%
Christian	45.0%	62.8%
Hindu	0.4%	0.8%
Jewish	0.4%	0.5%
Muslim	3.0%	4.4%
Sikh	0.2%	0.2%
No religious affiliation	44.4%	29.9%
Other	1.5%	0.6%
No answer	3.7%	--
TOTAL	**100%**	**100%**

3 Statistics Canada. 2016 Census of Canada. Retrieved from: http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=E&Geo1=CSD&Code1=3539036&Geo2=CD&Code2=3539&Data=Count&SearchText=london&SearchType=Begins&SearchPR=01&B1=All&TABID=1
4 Information on religion is only collected by the Census of Canada every 10 years. As such, 2011 is the most recent data available. Immigration Portal, 2011 National Household Survey Update, summarized in Religions in City of London, 2011. Retrieved from: http://immigration.london.ca/About-Us/Immigrant-Statistics/Pages/religions-in-london.aspx

Gender: Please indicate your gender.

Gender		
Gender	**New Hires Census Results (Feb 2017 to Oct 2017)**	**City of London Total Population[5]**
	%	%
Female	42.0%	51.7%
Male	55.2%	48.4%
Transgender / Gender Non-Conforming	0.6%	--
No answer	2.2%	--
TOTAL	**100%**	**100%**

Sexual Orientation: Please indicate your sexual orientation.

Sexual Orientation	
Sexual Orientation	**New Hires Census Results (Feb 2017 to Oct 2017)**
	%
Bisexual	2.2%
Gay	2.2%
Heterosexual	84.3%
Lesbian	1.1%
Pansexual	0.6%
Other	0.6%
No answer	9.1%
TOTAL	**100%**

A Forum Research poll conducted in 2012 found that 5% of Canadians identify as lesbian, gay, bisexual or transgender.[6] This is the best estimate of the LGBTQ population in Canada as Statistics Canada does not collect this data.

5 Statistics Canada. 2016 Census of Canada. Retrieved from: http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=E&Geo1=CSD&Code1=3539036&Geo2=CD&Code2=3539&Data=Count&SearchText=london&SearchType=Begins&SearchPR=01&B1=All&TABID=1
6 http://news.nationalpost.com/news/canada/the-true-north-lgbt-new-poll-reveals-landscape-of-gay-canada

Corporation of the City of London
New Hire Census Results February 2017 to October 2017 by Level

New Hire Census Results February 2017 to October 2017						
Level	Total Respondents	Women	Racialized People	Persons with Disabilities	LGBTQ	Indigenous People
Employees with no direct reports	387	44.4%	17.6%	9.0%	7.8%	0.8%
Supervisor / Manager	59	35.6%	10.1%	6.8%	6.8%	0%
Senior Manager	3	<10	0%	0%	0%	0%
Do not wish to answer	15	n/a	n/a	n/a	n/a	n/a
Total	464	42.0%	15.9%	8.4%	6.7%	0.6%

Note: Numbers are too small to break out by Service Area.