



Toronto Community Housing Corporation
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Briefing Note: For Information

To: Building Investment Finance and Audit Committee

From: Barry Thomas, Centre Director, Centre for Advancing the Interest of Black People

Date: August 15, 2023

Re: Governance, Communications and Human Resource Committee Meeting of May 25, 2021

– Bi-annual Human Resources Division Update [Report GCHRC:2021-18]

PURPOSE:

The purpose of this briefing note is to provide an update on the ongoing work of the Centre regarding the collection of vendors' demographic information and plan for outreach to equity seeking groups looking to bid on work at TCHC.

BACKGROUND:

At its May 25, 2021 meeting, the Governance, Communications and Human Resources Committee ("GCHRC") requested that management review the manner in which TCHC's vendors' demographic information may be collected and report back with a plan for outreach to equity deserving groups looking to bid on work at TCHC.

At its January 30, 2023 meeting, following consultation with the GCHRC Chair, the GCHRC was advised that Action Items related to TCHC's procurement function were more appropriately within the jurisdiction of the Building Investment, Finance and Audit Committee ("BIFAC"), and were consequently removed from GCHRC's action item list and added to the BIFAC's action item list for its meeting of January 27, 2023.

DECISION HISTORY:

- Between Q4 2021 and Q4 2022, the Centre for Advancing the Interests of Black People (the “Centre”) worked in collaboration with Strategic Procurement, Human Resources and Legal Services to update the procurement intake form to include a new section, “Consideration of Impact on Equity-Deserving Groups”. The section requires respondents to consider how or if the procurement is inclusive to the experiences of equity-deserving groups with either a positive or neutral impact statement.
- In July 2022, the GCHRC requested that the Director of the Centre for Advancing the Interests of Black People report back on the progress of this work.
- In August 2022, the Centre met with Strategic Procurement to discuss the vendor demographic deliverable. After this initial discussion, it was decided that the strategy for the collection of vendor socio-demographic information will be included as part of the TCHC race-based data collection strategy, and Finance will be responsible for the analysis and reporting of the data.
- In February 2023, a working group was created to identify the manner in which TCHC can collect vendor socio-demographic information.
- In April 2023, a draft survey monkey questionnaire was developed for the ethical collection of vendor socio-demographic information. The use of Survey Monkey was identified as the most feasible initial step to collect this information to clarify the purpose of the initiative as well as ensure transparency that the collection of this data will not influence decision making around any vendors’ future or current bids. The use of a corporate Survey Monkey account ensures that all information collected will be protected from a privacy standpoint.
- In May 2023, the working group provided initial feedback on the questionnaire, and the Centre team engaged Strategic Communications on the development of a communications plan to engage and communicate to vendors the purpose of collecting vendor socio-demographic information.

NEXT STEPS:

- Seek approval from the Executive Leadership Team on the final version of the vendor socio-demographic questionnaire and communications plan.

- Launch the collection of the vendor socio-demographic questionnaire by the end of Q3 2023, with a 6-8 week window for completion.
- Finance to provide an update on the analysis of the findings from the vendor demographic data collected to BIFAC during Q1 2024.
- Finance to report back with an outreach plan to equity deserving groups looking to bid on work at TCHC during Q1 2024 including:
 - Support Programs and Partnerships' multi-phased community outreach and engagement plan to seek and identify TCHC tenant-owned businesses and external enterprises, including equity deserving businesses, non-profit organizations and social enterprise businesses. The plan involves broad community outreach in TCHC communities and extends to key external business groups and associations that can both support tenants and tenant-owned businesses and/or have an interest in competing for TCHC contracts.
 - Opportunities for mid-sized vendors to participate in TCHC projects.

SIGNATURE:

"Barry Thomas"

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