Equity, Diversity & Inclusion (EDI) Office 2021-2022 Workplan

Goal 1 - Culture and Climate
Create and maintain a diverse community and corporation by increasing awareness of benefits of integrating EDI in City of Kingston

Objectives

1.1 Ensure that systemically excluded residents can be engaged in City of Kingston decision making processes.

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe
Review the recruitment and nomination processes for public appointments to City of Kingston Committees and Boards to increase diversity.	Clerk's Office with support from EDI Office	Consult and provide input	Q4 2021
Review the composition of the Housing & Homelessness Committee to ensure that there is lived experience representatives.	Housing & Social Services with support from EDI Office	Consult and provide input	Q4 2021

1.2 Establish processes to recognize EDI at Council, Committee meetings and major staff meetings

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe
Continue land acknowledgement at Council meetings and ensure land acknowledgement is also incorporated in City of Kingston Committees. Encourage land acknowledgement at major staff meetings followed by reflection or discussion.	Clerk's Office, Council, Corporate Management Team, Directors, Heritage Services and Managers with support from EDI Office	Internal - For Information only	Q4 2021
Redesign Council and Committee reports to include an EDI consideration section in all reports.	Clerk's Office with support from EDI Office	Internal - For Information only	Q4 2021

1.3 Environmental scan to determine the corporation's current make up, and EDI climate in the areas of internal, data and service mobilization.

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe
Conduct employee census to establish a corporate baseline and communicate findings.	Human Resources, Communications & EDI Office	Internal - For information only	Q3 2021
Initiate Employee Resource Groups based on the outcomes of employees' census and create Terms of Reference to address internal and external barriers and challenges.	Communication, EDI Office, & Human Resources	Internal - For information only	Q1 2022

1.4 Creating an inclusive Indigenous environment and practices for staff and stakeholders.

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe
Develop a procedure on use of medicines in City Facilities.	Heritage Services, Facilities Management, EDI Office	Internal - For information only	Q1 2022
Create Indigenous inclusivity guidelines with a land acknowledgment specific to the City of Kingston and other sacred practices.	Heritage Services, EDI Office, Human Resources,	Internal - For information only	Q1 2022

Goal 2 - Recruitment and Retention
Build a diverse talent pipeline to attract and retain diverse and experienced team members

Objectives

2.1 Increase representation of Indigenous, black, persons with disabilities and other systemically excluded identities

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe
Review recruitment process and ensure EDI lens to hiring panel composition for management and leadership positions.	Human Resources with support from EDI Office	Internal - For information only	Q1 2022
Increase EDI competency in recruiters, managers, and supervisors.	Human Resources with support from EDI Office	Internal - For information only	Q2 2022
Develop a process for member of public to seek feedback on competition outcomes.	Human Resources with support from EDI Office	Consult and provide input	Q4 2022

2.2 Incorporate EDI lens in onboarding of new employees

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe
Review and Revise current employee onboarding to include EDI content.	Human Resources with support from EDI Office	Internal - For information only	Q3 2022
Increase equity, accessibility, human rights and inclusion learning content in leadership.	Human Resources with support from EDI Office	Internal - For information only	Q3 2022
Upgrade HRMS to include options for last name preference and options for gender identities as per Human Rights Legislation.	Human Resources, IS&T, EDI Office	Internal - For information only	Q2 2022

Goal 3 - Education and Training
Foster a connected culture of learning and development to cultivate a supportive, welcoming, inclusive, and equitable work environment.

Objectives

3.1 Increase city staff and elected officials' knowledge, understanding and competency in EDI

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe
Develop and implement training, including indigenous e-learning, focused on the ways in which leadership could champion the integration of equity, diversity, and inclusion into the City of Kingston.	EDI Office & Heritage Services with Human Resources	Internal - For information only	Q1 2022/Q2 2022
Actively engage external partners and stakeholders, with which the City has agreements, around issues of EDI to create a sustainable inclusive environment.	EDI Office & Heritage Services	Consult and provide input	Q4 2022
Develop and provide annual EDI workshop for all city staff on topics like Unconscious Bias, Neurodiversity, Inclusive Language, 2SLGBTQ+ Awareness, Micro Aggression	EDI Office with Human Resources	Internal - For information only	Q4 2022

3.2 Establish an EDI champion of managerial or above level in each department

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe
Ensure that the departmental champions receive mandatory EDI training and acts as a liaison between staff for EDI projects, initiatives, as well as providing services to members of public.	EDI Office with internal departments in consultation with Heritage Services Department	Internal - For information only	Q2 2022

3.3 Increase accessibility for learning materials

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe
Conduct an audit to identify an accessibility knowledge baseline and create additional corporate learning to ensure all learning needs are addressed and are free from barriers.	Human Resources, and EDI Office	Internal - For information only	Q2 2022

Goal 4 -Policies and Services
Enhance policies, plans, practices, programs and services to meet the diverse needs of those we serve.

Objectives

4.1 Review and update policies

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe
Review the flag raising policy with an EDI lens.	Facilities Management, Clerk's Office & EDI Office	Consult and provide input	Q1 2022
Review City Hall illumination policy with an EDI lens.	Arts & Culture Services, Clerk's Office and EDI Office	Consult and provide input	Q1 2022
Review purchasing policies with EDI lens.	Finance, Legal and EDI Office	Consult and provide input	Q3 2022
Review and Revision of current Human Resources Policies.	EDI Office, Human Resources	Internal - For information only	Q4 2021
Develop new EDI Human Resources policies.	EDI Office, Human Resources	Consult and provide input	Q1 2022

4.2 Review and amend programs, infrastructure and services

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe
Review city and partners' special events content with EDI lens. This will include a city-led multicultural event.	Recreation & Leisure Services, Arts & Culture Services, Heritage Services, EDI Office, DBIA & Tourism Kingston	Consult and provide input	Q2 2022
Develop EDI Resource Directory.	EDI Office, Communications and Community Partners	Consult and provide input	Q3 2022
Develop communication tools for 2SLGBTQ+ resources as a result of Conversion Therapy By-Law.	EDI Office, Communications and Community partners	Consult and provide input	Q2 2022
Develop a calendar which reflects EDI celebrations to be recognized by the City and community.	EDI Office, Arts & Culture Services, Heritage Services and Communication	Consult and provide input	Q1 2022
Develop an EDI Toolkit for small businesses.	Strategy, Innovation & partnership and EDI	Consult and provide input	Q1 2022
Source grant funding to support implementation of this workplan where applicable.	Strategy, Innovation & partnership and EDI Office	Internal - For information only	Ongoing
Work with stakeholder organizations and individuals to develop workforce development initiatives for the systemically excluded and source grant funding.	Strategy, Innovation & partnership, KERT working groups and EDI Office	Consult and provide input	Ongoing
Assessment of major city facilities to ensure gender inclusiveness.	Facilities Management and EDI Office	Internal - For information only	Q4 2022
Include EDI as a category for staff recognition awards.	Human Resources & EDI Office	Internal - For information only	Q4 2021

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe
Incorporate EDI in Performance management for all supervisor and above position.	Human Resources & EDI Office	Internal - For information only	Q4 2021
Support development of Persona Template guide.	EDI Office & IS&T	Internal - For information only	Q4 2021