City of Kingston
Information Report to Municipal Accessibility Advisory Committee
Report Number MAAC-22-004

To:	**Chair and Members of the Municipal Accessibility Advisory Committee**
From:	**Lanie Hurdle, Chief Administrative Officer**
Resource Staff:	**Muhammad Ahsan, Manager, Equity, Diversity & Inclusion**
Date of Meeting:	**March 3, 2022**
Subject:	**Equity, Diversity & Inclusion Office Report Q1 2022**

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

This report summarizes the recent activities within the municipality related to Equity, Diversity and Inclusion (EDI). Specifically, this report provides a status update on the EDI Office Work Plan for Q1 2022 (Exhibit A) which includes an update on the establishment of Employee Resource Group, new and revised corporate policies and procedures, EDI celebration calendar, training for staff and elected officials and an EDI guide for small businesses.

Recommendation:

This report is for information only.

Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Business, Environment & Projects	Not required
Brad Joyce, Commissioner, Transportation & Public Works	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

Options/Discussion:

Employee Resource Group

Based on the outcomes of the employee census completed in Q4 2021, the EDI office aimed to initiate five Employee Resource Groups (ERG). The purpose of the ERG is to provide support, safe spaces, and resources for systemically excluded groups. The compositions of these groups include:

- BIPOC (Black, Indigenous, and Person of Colour) Employees Network
- Indigenous Employees Circle
- Mental Health Advocacy Group
- Women/Female Employees Network
- 2SLGBTQ+ Employees Network

The EDI office is working in partnership with Human Resource & Organizational Development, and Communication & Customer Experience departments to establish the ERG. A comprehensive communication plan is being prepared to be communicated with staff by the end of Q1 2022 (March 2022)

Procedure on the Use of Medicines in City Facilities

An exploratory meeting with Heritage Services and Facility Management & Construction Services (FMCS) departments was organized where the need for Indigenous Spirituality Practice of Sacred Medicine use was discussed.

In this meeting, it was identified that FMCS is ensuring that all new City facilities are planned and equipped with the system to ensure the usage of medicines for smudge indoors. Rideau Heights Community Centre & Library and the newly constructed Kingston East Community Centre are fully equipped for this use.

Further discussion and planning is required for City Hall and other facilities, therefore a follow-up meeting is planned for the month of March to engage Fire & Rescue and Legal Services departments. A broader discussion will be required internally after the launch of Indigenous Employees Circle to ensure individual smudging needs are met as per circles suggestions.

Indigenous Inclusivity Guidelines

In collaboration with Human Resource &Organizational Development, the Land Acknowledgement backgrounder document guide created in Q4 2021 is being utilized within departments. This resource guide provides information in the following areas:

- Definition of Land Acknowledgement
- Process of how the Land Acknowledgement for the City of Kingston was developed

- History of settlement across the Kingston area
- Protocol on use of Land Acknowledgement

Incorporate EDI Lens in Recruitment Process

A review of the recruitment process took place in collaboration with Human Resource &Organizational Development. Specifically, the hiring panel composition for management and leadership was revised to include an EDI lens. This revision included:

- Incorporating diversity on the hiring panel for key positions
- Incorporating EDI questions in the interview to assess candidates' understanding and/or willingness to be a part of systemic change

Develop and Implement EDI and Indigenous Training

A preliminary discussion with Human Resource & Organizational Development and Heritage Services departments was initiated. Heritage Services indicated that the E-Learning module is in the final stages of development in accordance with the outcomes of Engage4Change community engagement.

First Capital Place Illumination Policy

This City's First Capital Place Illumination Policy was reviewed and revised using an EDI lens to reflect the City's commitment to an inclusive community and proactive approach in recognizing the diversity of Kingston's population. This policy establishes guidelines for considering requests to illuminate First Capital Place for the purpose of celebrating, commemorating, promoting, or creating awareness of local history, special events, and issues important to the community. Additionally, this policy establishes an administrative process to coordinate requests to illuminate these specific areas. This policy is now in review by the City's Corporate Management Team and will be implemented as soon as it is approved.

Diversity Celebration Calendar

In partnership with The City Clerk, Arts & Culture Services, Heritage Services, and Communication & Customer Experience departments, a diversity calendar has been created to recognize an inclusive range of holidays, celebrations, and observations to honor citizens of Kingston. This calendar provides awareness of various identities, cultures, religions, languages, and ethnicities.

EDI Guide for Small Business

In collaboration with Strategy, Innovation & Partnership department, an Equity, Diversity and Inclusion guide for small businesses was created to be used in our community. This guide is designed to be used by any small business that is at any stage of advancing equity, diversity

and inclusion initiatives. The guide introduces EDI topics, includes tips, and provides many resources to demonstrate how businesses can incorporate EDI strategies into their practice.

Nursing Room

EDI office in collaboration with Health & Safety, and Facilities Management & Construction Services created a comfort room at City Hall for nursing parents who need private space for pumping and temperature maintaining refrigeration for storage of breast milk during the workday. This deliverable was not included in the work plan however the need was realized.

Existing Policy/By-Law:

None

Notice Provisions:

None

Accessibility Considerations:

None

Financial Considerations:

None

Contacts:

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Muhammad Ahsan, Manager, Equity Diversity & Inclusion 613-546-4291 extension 1396

Other City of Kingston Staff Consulted:

Vanessa Mensah, Project Manager, Equity, Diversity and Inclusion Initiatives

All Directors & Commissioners have reviewed the Equity, Diversity & Inclusion workplan

Exhibits Attached:

Exhibit A – Equity, Diversity and Inclusion Office Workplan

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	Status Update
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	Complete
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	Complete

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

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
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	Complete

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
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	Complete

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	Status Update
Conduct employee census to establish a corporate baseline and communicate findings.	Human Resources, Communications & EDI Office	Internal - For information only	Q3 2021	Complete
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	Work in Progress

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

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Develop a procedure on use of medicines in City Facilities.	Heritage Services, Facilities Management, EDI Office	Internal - For information only	Q1 2022	Work in Progress
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	Complete

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	Status Update
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	Complete
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	Status Update
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	Status Update
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	Work in Progress
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	Status Update
Ensure that the departmental champions receive mandatory EDI training and acts as a liaison between	EDI Office with internal departments in consultation with	Internal - For information only	Q2 2022	

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
staff for EDI projects, initiatives, as well as providing services to members of public.	Heritage Services Department			

3.3 Increase accessibility for learning materials

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
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	Status Update
Review the flag raising policy with an EDI lens.	Facilities Management, Clerk's Office & EDI Office	Consult and provide input	Q1 2022	Complete
Review City Hall illumination policy with an EDI lens.	Arts & Culture Services, Clerk's Office and EDI Office	Consult and provide input	Q1 2022	Complete
Review purchasing policies with EDI lens.	Finance, Legal and EDI Office	Consult and provide input	Q3 2022	

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Review and Revision of current Human Resources Policies.	EDI Office, Human Resources	Internal - For information only	Q4 2021	Complete
Develop new EDI Human Resources policies.	EDI Office, Human Resources	Consult and provide input	Q1 2022	Work in Progress

4.2 Review and amend programs, infrastructure and services

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
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	Complete

Actions/ Deliverables	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Develop an EDI Toolkit for small businesses.	Strategy, Innovation & partnership and EDI	Consult and provide input	Q1 2022	Complete
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	Complete
Incorporate EDI in Performance management for all supervisor and above position.	Human Resources & EDI Office	Internal - For information only	Q4 2021	Complete
Support development of Persona Template guide.	EDI Office & IS&T	Internal - For information only	Q4 2021	Complete