



Equity, Diversity, and Inclusion Advisory Committee

ACTION PLAN

Updated February 17, 2023

The Equity, Diversity, and Inclusion (EDI) Advisory Committee provides EDI advice and support for the governance, administration, and programming functions of the Municipality of the District of Chester, as well as for the broader business, cultural, and social spheres of our communities. With the administrative and programming resources of Municipal Staff, and with direction from Municipal Council, the EDI Advisory Committee works to advance the following **Vision** and **Committee Goals**:

VISION

The EDI Advisory Committee envisions a Municipality of Chester in which:

- Equity, diversity, and inclusion are recognized as core values that help inform decision-making, resource allocation, and the development of by-laws, policies, and practices.
- Diverse staff, committee members, and volunteers are recruited, retained, and supported.
- Collaborative internal and external partnerships support the emerging needs of Council and administration, residents, businesses, and organizations, to ensure a respectful and equitable community for all to live and work.

EDI COMMITTEE GOALS:

The Goals of the EDI Advisory Committee are to:

- Develop and promote a vision of inclusion based on the Municipality of Chester's Equity, Diversity, & Inclusion Action Plan.
- Support the representation of underrepresented groups in the Municipality's workplaces, activities and services.
- Commit to operating with effective, respectful, and inclusive communication.
- Promote and operate through a consensus decision-making process.
- Respond to community needs.
- Foster a greater understanding and awareness of equity, diversity, and inclusion matters within the community through collaboration and building partnerships.
- Facilitate opportunities to educate and celebrate the diverse social, cultural, and traditional elements that make up our Municipality.

This EDI Advisory Committee Action Plan is a living document that we will revisit and refine regularly. Below are the **Objectives** (the changes we need to make to cause the effect of the Goals in the people and organizations we serve) and the **Actions** (the things we'll do cause those changes).



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OBJECTIVE 1: Provide advice and support to help the Municipality of Chester develop, where relevant, communications plans, social media content, and community engagement strategies that feature our communities as respectful and equitable places for all to live and work.

| ACTION | WHO | TIMING | NOTES |
|---|---|------------------|---|
| <ul style="list-style-type: none"> ▪ Present the EDI Advisory Committee revised Action Plan to Council for adoption | <ul style="list-style-type: none"> ▪ Tina, Abdella, Jennifer, Jonathan | March 2023 | <ul style="list-style-type: none"> ▪ Recognition that this is a 'living document'; recognition that specific actions will require staff bringing Requests for Direction/Decision to Council, as required |
| <ul style="list-style-type: none"> ▪ Develop EDI project page on MOC's <i>Voices & Choices</i> community engagement website to feature Action Plan, etc. | <ul style="list-style-type: none"> ▪ Jennifer | March 2023 | <ul style="list-style-type: none"> ▪ https://www.voicesandchoices.ca/ ▪ Solicit feedback, generate dialogue, connect with & encourage adopters and champions in our communities |
| <ul style="list-style-type: none"> ▪ Present Action Plan at community meetings in the spring | <ul style="list-style-type: none"> ▪ | May / June 2023 | <ul style="list-style-type: none"> ▪ What communities? Cost? Materials? ▪ Range of outcomes: communication & awareness; adopters & champions; further actionable ideas? ▪ Pop-ups for in-person engagement; focus on aspects |
| <ul style="list-style-type: none"> ▪ Present Action Plan at full MOC staff meeting in the summer | <ul style="list-style-type: none"> ▪ Jennifer | July/August 2023 | |



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| <ul style="list-style-type: none"> ▪ Develop EDI Committee website page for Agendas, Minutes, etc. and link to <i>Voices & Choices</i> EDI project page | <ul style="list-style-type: none"> ▪ Jennifer | <p>March 2023</p> | |
| <ul style="list-style-type: none"> ▪ Series profiling local businesses EDI stories in <i>Municipal Insight</i> | <ul style="list-style-type: none"> ▪ Economic Development | <p>June 2023 and ongoing</p> | <ul style="list-style-type: none"> ▪ Community context/lived experiences |
| <ul style="list-style-type: none"> ▪ Stories about employers' experience removing accessibility barriers | <ul style="list-style-type: none"> ▪ Economic Development, Accessibility Coordinator | <p>Fall 2023 and ongoing</p> | <ul style="list-style-type: none"> ▪ Stories from programs such as South Shore Work Activity Program (SSWAP), Bonny Lea Farm |
| <ul style="list-style-type: none"> ▪ Series profiling recreational experiences, etc. in <i>Explore Life</i> brochure | <ul style="list-style-type: none"> ▪ Recreation | | |
| <ul style="list-style-type: none"> ▪ Promote MOC actions around EDI to reinforce commitment | <ul style="list-style-type: none"> ▪ Jennifer | <p>March 21, 2023</p> | <ul style="list-style-type: none"> ▪ Launch landing page on website ▪ Launch Voices & Choices page ▪ Compose and distribute media release re Coalition of Inclusive Municipalities membership, MOC's Action Plan, and next steps ▪ Compose piece in April/May Municipal Insight |



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OBJECTIVE 2: Provide advice and support to help the Municipality of Chester eliminate barriers to its public-facing programs, services, and facilities.

NOTE: The equity and inclusion Objective here is not to be confused with the ongoing work to develop an accessibility lens for the built environment, programs & services, etc. underway through the Accessibility Coordinator, Accessibility Committee, and outcomes of the Municipality’s accessibility audit.

| ACTION | WHO | TIMING | NOTES |
|---|---|------------------------|--|
| <ul style="list-style-type: none"> ▪ Work with staff to complete a programs and services review | <ul style="list-style-type: none"> ▪ | Ongoing | <ul style="list-style-type: none"> ▪ Committee could consult with various department representatives to discuss barriers and potential solutions ▪ There is a need to pay particular attention to language ▪ Prioritize specific program and service areas ▪ Apply an EDI lens to the Best of Chester Awards for example |
| <ul style="list-style-type: none"> ▪ Develop a welcome program for new Canadians moving to MOC | <ul style="list-style-type: none"> ▪ | Spring/ Summer 2023 | <ul style="list-style-type: none"> ▪ Committee will develop a package of municipal information to share with newcomers. ▪ Support community groups already in place that engage with new arrivals. |
| <ul style="list-style-type: none"> ▪ Review Truth & Reconciliation Commission’s Calls to Action and identify municipal actions | <ul style="list-style-type: none"> ▪ Committee | Ongoing | <ul style="list-style-type: none"> ▪ Strike a sub-committee to select items for larger committee review and potential recommendations to Council. |



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OBJECTIVE 3: Provide advice and support to help the Municipality of Chester develop internal governance and administrative capacity, practices, and tools that proactively counter, and enable immediate reaction against, all forms of discrimination, exclusion, and racism in our communities.

| ACTION | WHO | TIMING | NOTES |
|--|---|---------|--|
| <ul style="list-style-type: none"> ▪ Develop EDI considerations for MOC By-Laws, Policies, and Forms, including: <ul style="list-style-type: none"> ▪ Gendered language ▪ Plain language considerations | <ul style="list-style-type: none"> ▪ Policy analyst, various staff, CAO, Council | Ongoing | <ul style="list-style-type: none"> ▪ By-Laws, Policies, and Forms are also being reviewed with an accessibility lens, so staff should coordinate process ▪ Staff could establish a By-Law & Policy working group that has core team of writer/editor and EDI review as well as content experts, as appropriate ▪ Approaches could include committing to a full audit OR prioritization of By-Laws, Policies, and Forms to review? |
| <ul style="list-style-type: none"> ▪ MOC Human Resources framework review to address explicit & implicit biases and barriers: <ul style="list-style-type: none"> ○ EDI training for those hiring staff & recruiting volunteers ○ Consider broadening definition of relevant background, training, experience | <ul style="list-style-type: none"> ▪ Current consultant, CAO, HR Director, Council, Accessibility Coordinator, | Ongoing | <ul style="list-style-type: none"> ▪ Work to develop accessibility lens to built environment, programs & services, etc. underway through the Accessibility Coordinator, Accessibility Committee, and outcomes of accessibility audit |



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| <ul style="list-style-type: none"> ○ EDI training for staff ○ Broaden representation on MOC Committees ○ Directly promote staff & volunteer opportunities to equity-seeking groups | <p>Outreach Coordinator</p> | | <ul style="list-style-type: none"> ▪ Coordinate with existing Personnel Policy Review |
| <ul style="list-style-type: none"> ▪ EDI training for MOC staff ▪ Program scope; budget allocation | <ul style="list-style-type: none"> ▪ Outreach Coordinator, Deputy CAO, Directors | <p>May 2023 and ongoing</p> | <ul style="list-style-type: none"> ▪ Budget allocation for training service provider ▪ Schedule foundational EDI training for municipal staff and follow-up with regular workshops, lunch & learns, etc. |
| <ul style="list-style-type: none"> ▪ EDI training for elected officials | <ul style="list-style-type: none"> ▪ Outreach Coordinator, CAO, Council | | <ul style="list-style-type: none"> ▪ Budget allocation for training service provider |
| <ul style="list-style-type: none"> ▪ Provide options to staff on how and why to provide pronouns in professional correspondence/emails. | <ul style="list-style-type: none"> ▪ Jennifer, Nadine, IT | <p>March 2023</p> | |



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OBJECTIVE 4: Develop a network of agencies and organizations active in equity, diversity, and inclusion work in order to share information, opportunities, and resources with community organizations and businesses that will advance and support their EDI initiatives in our communities.

| ACTION | WHO | TIMING | NOTES |
|--|---|------------------------|---|
| <ul style="list-style-type: none"> ▪ Develop and facilitate relationships with groups, agencies, and organizations active in EDI work | <ul style="list-style-type: none"> ▪ | Ongoing | <ul style="list-style-type: none"> ▪ Think about the challenges and opportunities of local contexts and needs; consider best practices that could be grounded in local experience, where appropriate |
| <ul style="list-style-type: none"> ▪ Compile and share opportunities for local training and awareness programs and workshops for community groups | <ul style="list-style-type: none"> ▪ | March 2023 and ongoing | <ul style="list-style-type: none"> ▪ Share information with the community through the EDI project page on <i>Voices & Choices</i> ▪ Share opportunities with target groups/organizations. Develop list. |
| <ul style="list-style-type: none"> ▪ Compile and share opportunities for local guest-speakers to speak to Council, community groups, and businesses | <ul style="list-style-type: none"> ▪ | March 2023 and ongoing | <ul style="list-style-type: none"> ▪ Share information with the community through the EDI project page on <i>Voices & Choices</i> ▪ Develop list of target audiences |
| <ul style="list-style-type: none"> ▪ Facilitate training/awareness sessions for local businesses | <ul style="list-style-type: none"> ▪ Consult with Economic Development | | <ul style="list-style-type: none"> ▪ |



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| <ul style="list-style-type: none"> ▪ Explore a possible program scope to connect businesses with equity-seeking groups and possible partnerships | <ul style="list-style-type: none"> ▪ Economic Development | | <ul style="list-style-type: none"> ▪ |
| <ul style="list-style-type: none"> ▪ Review the <i>Anti-Racism Charter in Recreation</i> and identify strategies, lessons learned, and resources in that document that could be shared with local businesses and organizations | <ul style="list-style-type: none"> ▪ Recreation | | <ul style="list-style-type: none"> ▪ Again, the EDI Advisory Committee could share resources and information on the EDI project page on the <i>Voices & Choices</i> website |



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OBJECTIVE 5: Provide advice and recommendations to Council concerning opportunities to create welcoming and inclusive cultural and social spaces ensuring a respectful and equitable community for all to live and work.

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|--|--|---------|---|
| <ul style="list-style-type: none"> ▪ Installation of community flagpole to promote awareness of equity-seeking groups and events | <ul style="list-style-type: none"> ▪ Council | DONE | |
| <ul style="list-style-type: none"> ▪ Compilation and recognition of EDI events, observances, flag raisings, proclamations | <ul style="list-style-type: none"> ▪ Jennifer | DONE | <ul style="list-style-type: none"> ▪ Recognition of international, national, and provincial declared events commemorating equity, diversity, and inclusion |
| <ul style="list-style-type: none"> ▪ Municipal signage <ul style="list-style-type: none"> ○ Gender neutral washroom signage in Municipal buildings | <ul style="list-style-type: none"> ▪ Public Works | DONE | |
| <ul style="list-style-type: none"> ▪ Facilitate art installations from BIPOC artists <ul style="list-style-type: none"> ○ Installations in community spaces ○ Identify grant opportunities for a program that could be modelled on the MOC's Trail Art program | <ul style="list-style-type: none"> ▪ Recreation | 2023-24 | <ul style="list-style-type: none"> ▪ Identify grant opportunities for a program that could be modelled on the MOC's Trail Art program, which received a Beautification & Streetscaping Program application |



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| <ul style="list-style-type: none"> ▪ Explore how to incorporate an EDI lens in MOC’s Arts & Culture Strategy as a measurable outcome | <p>Economic Development, Outreach Coordinator</p> | | <ul style="list-style-type: none"> ▪ Discuss with economic development staff what an EDI lens for the Arts & Culture Strategy might look like |
| <ul style="list-style-type: none"> ▪ Review naming of infrastructure, facilities, roads | | | <ul style="list-style-type: none"> ▪ Discuss program scope – including process, outcomes |
| <ul style="list-style-type: none"> ▪ Develop a global welcome statement for public meetings that has local relevance | <p>Nadine Hackney</p> | <p>Fall 2023</p> | |