![North Grenville logo]

Committee Agenda Report

Committee Name: Equity, Diversity and Inclusion Advisory Committee (EDIAC)

Meeting Date: Thursday, February 13, 2025

Submitted By: Hillary Geneau, Director of Corporate Services

Topic: Equity, Diversity, and Inclusion (EDI) Policy Review and Matrix Creation

Goal:
To assess how other municipalities review policies for EDI compliance and determine best practices that can be incorporated into North Grenville's policy evaluation framework.

Staff suggest the following actions and timeline for the policy review and matrix creation process:

February 13 EDIAC Meeting	• Review matrixes used in other communities • Review sample list of North Grenville policies • Draft a Policy EDI Matrix • Choose three (3) key policies to review at the March 13 meeting
February 19	• Staff to review Draft Policy EDI Matrix
March 13 EDIAC Meeting	• Apply Policy Draft EDI Matrix to three (3) key policies • Solidify matrix for recommendation to Council
April 8 Council	• Matrix brought to Council for approval
Ongoing	• Review policies as they arise

Background:

The following is a summary of how other municipalities integrate EDI principles into policy development, evaluation, and implementation and a review of key North Grenville policies.

EDI Policy Review Processes in Other Municipalities

1. City of Ottawa

Equity and Inclusion Lens Tool

- Who benefits from this policy? Who might be excluded?
- Does this policy support participation from diverse communities?
- Are resources distributed equitably?
- How does this policy address barriers related to race, ability, gender, or language?

Policy Evaluation Processes

- Uses an Equity Checklist to assess policies based on accessibility, affordability, and inclusion.
- Maintains an EDI Dashboard to track progress and ensure transparency in equity-related goals.
- Integrates EDI considerations into participatory budgeting, ensuring underrepresented groups influence funding priorities.

2. Niagara Region

EDI Policy Checklist

- Is the policy co-designed with equity-seeking groups?
- Does it promote employment equity and representation?
- How does it align with the Truth and Reconciliation Commission Calls to Action?

Policy Evaluation Processes

- Requires annual reporting by the DEI Committee, outlining progress, challenges, and areas for improvement.
- Engages with equity-seeking groups through consultations and town halls.
- Ensures that municipal development policies align accessibility and affordable housing goals.

3. City of St. Catharines

Inclusive Policy Review Checklist

- Does the policy use inclusive language, such as gender-neutral terms?
- Are systemic biases identified and addressed?
- Does the policy consider the needs of marginalized communities, including affordability and accessibility?

Policy Evaluation Processes

- Collaborates with the Planning Department to ensure zoning and development policies reflect inclusivity in housing and accessibility.
- Reviews municipal policies to remove systemic biases and promote inclusive language.
- Appoints members of equity-seeking groups to municipal boards and committees, ensuring diverse perspectives in decision-making.

4. City of Kingston

EDI Evaluation Criteria

- Are periodic community surveys conducted to assess policy impact?

- Does the policy include mandatory cultural awareness training for municipal employees and council members?
- Are Indigenous cultural considerations integrated into the policy?

Policy Evaluation Processes

- Conducts Equity Impact Assessments (EIAs), particularly for affordable housing policies to prioritize vulnerable populations, including low-income residents and newcomers.
- Publishes annual reports tracking key EDI metrics, such as the number of accessible housing units developed.
- Implements mandatory equity training for municipal staff and council members.

5. Haldimand County

Policy Evaluation Processes

- The DEI Advisory Committee (DEIAC) organizes focus groups with Indigenous communities, newcomers, and other marginalized populations to gather input for policy development.
- Reviews municipal procedures to improve cultural competency and remove systemic barriers in community services.

Internal Review

Each department was asked to suggest policies for review to aid in creating a Policy EDI Matrix. It should be highlighted that the majority of the policies will be reviewed on an ongoing basis and may not be updated until their next review period. The following policies can be considered (most are included in the agenda package):

Department	Policy	Considerations
Chief Administrative Officer	Public Complaint and Conduct Policy (attached)	• Draft attached – finalized at Council February 4.
	Naming of Corporate Assets Policy (attached)	• Names will not be chosen that… are discriminatory or derogatory considering race, gender, creed, political • affiliation or other similar factors;
Client Services	Communications Policy (attached)	• Draft • We aim to ensure that all communications are clear, accessible, and respectful, while reflecting our values of accountability and inclusiveness. • Communicating in plain language ensures information is more accessible and easily understood.

		• All internal and external communications will adhere to AODA. • Provide alternative formats.
Corporate Services	NGtransit Hand-to-Hand Transfer Policy (attached)	• This policy was created in partnership with Community Living to ensure their clients were not left unattended at bus stops.
	Transit Fares	• We do not have a specific policy related to Transit Fares, but they will be included in the forthcoming User Fees By-law Update. • We provide riders information about programs for subsidies and work with Leeds and Grenville Development Services, Ontario Works, and Canadian National Institute for the Blind (CNIB) to provide reduced or free fares.
	IT Policies (Device Policy, Electronic Monitoring Policy, Acceptable Internet and E-mail Use Policy) (attached)	• An example of internal policies.
Finance	Purchasing and Procurement Policy (attached)	• To be updated in the near future. • Kingston incorporated Social Procurement practices and inclusion and diversity factors in their new Procurement Policy.
	Tax Collection and Transfer to Taxes	• Includes items about transferring overdue payments (eg. water) to taxes, working with people for late payments
Parks, Recreation, and Culture	Waiving of Fees Policy (attached)	• Must provide evidence that regular rental fees may constitute a real barrier to the running of their event or program. • Activity is open to the public, or membership in the requesting organization is open to the public •
	Ice Allocation Policy (attached)	• There are many key principles in the determination of ice time

		allocation such as age, gender, residency, universality, economic impact, revenue generation, number of hours requested, time of year, customer history, special events and extraordinary cases. • Identified user: N.G. Organized Group - Youth
	Theatre Allocation Policy (attached)	• Goal: Ensure fair community access to Municipal recreation and culture facilities reflecting a variety of interest areas, skill levels and program formats. • Goal: Balance revenue targets identified in associated budgets with community accessibility.
	Inclusion Policy	• Not in place but has been considered. • Would aim to provide access to recreation facilities/programs at a reduced cost.
Planning and Development	Developer's Guide (planning design guidelines) (attached)	• AODA standards • Accessible pedestrian design features • Accessible visual elements (ie. park visible from the street).
	Official Plan	• The Update to the Official Plan is currently underway. • The consultants met with the EDIAC, IAC, and AAC and conducted community engagement.
Public Works	Engineering Standards (attached)	• AODA referenced for walkways and paths (tactile indicators, hard surface).
	Water Policy	• Includes items about assistance for payments
	Blue Communities Policy (attached)	• Purpose: To commit to protecting water in the public interest by promoting publicly funded, owned, and operated water and wastewater services. • Includes that water will not be shut off for non-payment

How Does This Relate To The Committee:

The EDI Strategy includes the following actions:

- Review of current policies, including human resources, procurement, and facility management by a subject matter expert on EDI. This should include community engagement.
- Provide a timeline for the completion of the review and table the recommendations to the EDI Advisory Committee.
- Create a matrix to apply when developing new policies (consider the needs of equity-deserving groups and key EDI issues).

How Does This Relate To The Community Strategic Plan:
Pillar 5: A Caring Community, particularly Strategic
Priority 5.3: Continue to Improve Equity, Diversity, Inclusion, and Reconciliation

Outcome:
Review municipal policies to ensure they align with EDI principles and create a Policy EDI Matrix.