



DIVERSITY, EQUITY & INCLUSION WORKING GROUP

WORKING STRATEGY 2026 - 2028

The Corporation of the County of Prince Edward will be an employer that values, respects, and supports different perspectives, cultures, experiences, and levels of accessibility. The County wants to ensure that all members of staff, council, committees, volunteers, and contractors are treated equitably and that The County is a wonderful, safe, and desirable place to work.

Diversity, Equity and Inclusion are explicitly embedded in The County's 2023 - 2026 Strategic Plan under the "Community that Cares" Pillar. The Community Cohesion Priority seeks to "[b]ring all of The County together to celebrate residents' contributions and promote respect for one another."

The Plan states clearly that we must "Develop a municipal Equity, Diversity and Inclusion Strategy, including adequate resourcing."

The municipality established a Diversity, Equity, and Inclusion Working Group in 2024 to create the foundation for this strategy. The working group is comprised of County staff from across the organization who have given their time, expertise, and dedication to create a workable plan for our municipality.

The strategy provides a proposed path for the next three years which is built on education, action, and collaboration. The plan includes in-house research and continuous support at all levels. It is intended that this be a living document that adapts and grows as we learn. We welcome mistakes, as they demonstrate authentic learning, growth, and engagement.

Please note that this strategy is not intended as part of a response to the Truth and Reconciliation Commission of Canada's 94 Calls to Action.

Areas of Focus

<p>Education and Inclusive Action</p>	<p>Use education and inclusive actions relevant to the location and work environment for staff to increase feelings of trust, belonging and wellness by staff and volunteers of the Municipality for all those within the protected grounds of the <u>Human Rights Code</u>. Training for Council, Management, Staff, and Volunteers will be tailored for each group to best reflect their accountabilities.</p>
<p>Workspaces</p>	<p>Ensure workspaces are welcoming and inclusive for Municipal staff and volunteers.</p>
<p>Succession and Recruitment</p>	<p>Stronger succession and recruitment pipelines to ensure groups experiencing marginalization have equitable access to career development and management positions, by embedding Diversity, Equity and Inclusion into recruitment, promotion and retention.</p>
<p>Accountability and Transparency</p>	<p>Greater levels of accountability and transparency for resolving and responding to instances of harassment and discrimination across all departments of the Municipality.</p>

AREA OF FOCUS 1: Education and Inclusive Action

Use corporate-wide education and inclusive actions relevant to the location and work environment of staff to increase the feelings of **trust, belonging and wellness** by staff and volunteers of the Municipality as they relate to the protected grounds of the [Human Rights Code](#):

- Age
- Ancestry, colour, race
- Citizenship
- Ethnic origin
- Place of origin
- Creed
- Disability
- Family status
- Marital status (including single status)
- Gender identity, gender expression
- Receipt of public assistance (in housing)
- Record of offences (in employment only)
- Sex (including pregnancy and breastfeeding)
- Sexual orientation

Education and Inclusive Action - Goals	Timeline	Who is accountable?
Goal 1: Conduct a third-party Equity Audit to inform additional corporate or departmental actions beyond this DEI strategy.	2026	HR - potentially Guarding Minds at Work Survey
Goal 2: Use corporate-wide training (council, staff and volunteers) to establish a trust-focused organizational culture that prioritizes individuals' physical, emotional, and mental well-being, and psychological safety.	2026 - Management, Council 2026 to 2028 - All Staff and Volunteers	Training - HR
Goal 3: Informed by the Equity Audit, create department and Council/Committee-specific action plans relevant to each functional area. These plans will develop activities that better meet the needs of employees and volunteers in the protected groups under the Human Rights Code who may be experiencing marginalization in the Municipality.	2026-2027	Department Action Plans - Directors Committee Action plans - Clerks Office
Goal 4: Design a DEI Resource Team with staff representation from all departments at various levels of the organization. It will apply a DEI lens to day-to-day interactions by fostering/facilitating open communications and transparency about DEI practices. Next steps: Develop a strategy to create the DEI Resource Team and keep it active, a Terms of Reference that clarifies its purpose, and defines its access to municipal resources and leadership support.	2026	CAO office (with support from HR)

AREA OF FOCUS 2: Workspaces

In combination with building and/or structural changes that may be approved by Council budgets, **ensure that workspaces are welcoming and inclusive** for Municipal staff and volunteers.

Workspaces - Goals	Timeline	Who is accountable?
<p>Goal 1: Informed by the Equity Audit, prioritize accessibility and inclusiveness in staff and volunteer workspaces (e.g. improve workplace ergonomics, meeting/exceeding AODA accessible formats (i.e. enable 'reader' feature on documents), cost-effective building improvements to support inclusivity, gender-neutral washrooms, signage reflecting County history which is more inclusive.)</p>	<p>2026-2027</p>	<p>RCF - for physical properties Clerks and Communications - for documents and meetings</p>
<p>Goal 2: Informed by the DEI Action Plan, put in place tools/approaches to consistently onboard and support staff and volunteers in ways that nurture inclusive workspaces (e.g. orientations, department-driven buddy systems, cross-department connections).</p>	<p>2027</p>	<p>Directors - for staff CAO/Clerks - for committees</p>

AREA OF FOCUS 3: Succession and Recruitment

Strengthen succession and recruitment pipelines to ensure groups experiencing marginalization have **equitable access to career development and management positions** by embedding Diversity, Equity and Inclusion into recruitment, promotion and retention.

Succession and Recruitment - Goals	Timeline	Who is accountable?
Goal 1: Review the recruitment and onboarding processes and policies for staff and committee volunteers to ensure that, from job posting to job offer, our recruitment processes are inclusive and equitable, and that people feel welcomed into their new role.	2026 2028	HR (staff recruitment) Clerks/CAO/Council - nomination criteria for committees
Goal 2: Establish DEI as a measured competency within the performance management appraisal system at the Municipality and identify training and skill-development tools to support management managers in accomplishing this goal.	2027	HR - work with management
Goal 3: Include DEI management training for leaders at every level in the organization to be DEI champions , as well as making it available equitably across the Corporation to those employees seeking to progress into management-level roles in the future.	2026-2027	HR - succession planning
Goal 4: Engage community partners to promote municipal job opportunities among those individuals that are within the protected groups of the Human Rights Code.	2026	HR, with support from CSPI to identify and connect with community partners

AREA OF FOCUS 4: Accountability and Transparency

Examine tools used to build accountability and transparency for responding to and resolving instances of harassment and discrimination across all departments of the Municipality.

Accountability and Transparency: Goals	Timeline	Who is accountable?
<p>Goal 1: Reinforce and communicate expectations and roles in implementing the Anti-Racism Policy, Anti-Harassment Policy and Respect in the Workplace Policy. Consider changes to the procedures of these policies to 1) improve implementing them, and 2) increase transparency around how these policies get enforced.</p>	2026	HR
<p>Goal 2: Create positive DEI policy and seek Council approval. Develop associated procedures.</p>	2026	CAO/ HR
<p>Goal 3: Informed by the Equity Audit, review the effectiveness and clarity of <u>corporate</u> policies with a DEI lens:</p> <ul style="list-style-type: none"> • Orientation and On-Boarding Policy • Recruitment of Employees Policy • Progressive Discipline Policy • Staff-Council Relations Policy • Appointment to Committee and Boards Policy • Code of Conduct for Council and Local Boards <p>Communicate the results across the organization. Consider updates/changes or new policies to bring to Council following the review.</p>	2027-2028	Clerk's Office/HR
<p>Goal 4: Informed by the Equity Audit, review all <u>department specific</u> policies and procedures with a DEI lens to ensure they meet the needs of employees and volunteers from protected groups under the Human Rights Code experiencing marginalization in the Municipality.</p>	2028	Directors/HR