



## MEMORANDUM

To: Committee of the Whole

cc. CAO and Senior Management Team

From: Michelle Collette, Director of Human Resources

Date: April 2, 2019

Subject: Diversity and Inclusion Update

Origin: Human Resources

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On March 5, 2019 Council adopted the East Gwillimbury Inclusion Charter, which highlights the Town's commitment to welcoming and embracing inclusive communities. As indicated in the Council resolution, staff are to take action in order to achieve the vision of the Inclusion Charter both in the organization and within the community and report back.

A number of actions items have been developed following the adoption of the Inclusion Charter.

These items include the following:

### **Communication to Staff**

Staff have been informed and updated regarding the adoption of the Charter as well we have created a section within our Staff Intranet, MY EG for resources and information. As an information tool that is utilized by all Town employees, we will be ensuring that the Town's MyEG Intranet is updated on a consistent basis with relevant and current information with regards to Diversity and Inclusion.

### **Official signing of the Inclusion Charter at the Town's Community Open House on April 10, 2019**

The Town will be hosting its second Community Open House and will be inviting special interest groups and members of the public to participate the official signing of the East Gwillimbury Inclusion Charter. This will also give the Town the opportunity to highlight the Inclusion Charter and answer any questions the public may have regarding this exciting new initiative.

## **Ensuring Inclusion is part of the Town's new Strategic Plan**

Council is creating a Culture & Diversity Advisory Committee with a mission to promote community engagement, create an inclusive community, and celebrate the unique characteristics of East Gwillimbury residents.

The Culture & Diversity Advisory Committee will provide advice, comments, and recommendations on issues affecting diversity in the community in an effort to foster awareness, reduce barriers, promote inclusion and engage residents. Additionally, the committee will facilitate opportunities to educate and celebrate the different aspects of diverse cultures and traditions through outreach activities.

## **Hosting Diversity and Inclusion Employee Information/training sessions**

As part of our implementation we recently provided Diversity and Inclusion training for our Extended Management Team. The session was facilitated by our EAP provider, Shepell, in order to introduce the topic and provide information regarding Diversity and Inclusion in the workplace. We intend on ensuring all Town staff receive similar training and information within the next few months.

## **Including Diversity and Inclusion as part of our Extended Management Harvard ManageMentor training program**

Through our partnership with Harvard ManageMentor, an online training program that our Extended Management Team utilizes for continued education, we will be featuring a training session on April 26, 2019 on Diversity training.

## **Municipal Diversity and Inclusion Group**

Continue working the Municipal Diversity and Inclusion Group on future projects and initiatives. As stakeholders adopt their own charters the group is developing joint community strategies and initiatives.

## **Future Resources and Opportunities;**

In order to remain current in this field of knowledge we will be utilizing several types of resources both readily available and will be exploring new ones. Such as the Canadian Centre for Diversity and Inclusion (CCDI) which is a made-in-Canada solution designed to help employers, diversity and inclusion/human rights/equity, and human resources practitioners effectively address the full picture of diversity, equity and inclusion within the workplace.

*"Original Signed By"*

Michelle Collette  
Director of Human Resources