



THE TOWN OF
HINTON

Welcoming and Inclusive Community Policy
Council Approved
Administration (AD)-1201
Approved April 18, 2023
Next Review Date April 18, 2028

1. POLICY STATEMENT

- 1.1 The Town of Hinton is strengthened by the Diversity of its Community and is committed to establishing standards and practices that effectively reflect this sentiment.

2. PURPOSE

- 2.1 The purpose of this Policy is to provide a framework to integrate Equity, Diversity, and Inclusion (EDI) principles and practices into the Town's Policies, operations, and standards.
- 2.2 This Policy sets standards and a framework for the members of the Community to be respected, valued as equals, and a part of Hinton's future. This framework will give Hinton a competitive standard which sets the Community apart; and to potential Newcomers when deciding where to live and work.

3. SCOPE

- 3.1 Through the application of the following guidelines, the Town will incorporate principals of Inclusion with an emphasis on improving Accessibility, removing Barriers to access, and applying an Equitable lens when business is undertaken by the Town.
- 3.2 All activities of the Town and those of its agencies, boards, and committees will be inclusive in nature. The Town will practice inclusivity when developing, modifying, or implementing Policies, Directives, Procedures, processes, practices, programs, and services.

4. DEFINITIONS

- 4.1 In this Policy, all words are defined as set out in the *Municipal Government Act*, except as defined in sections 4.2 to 4.13. Words importing the singular also include the plural and vice versa where the context requires.

- 4.2 **Accessibility:** steps taken to minimize physical, systemic, attitudinal, information and communication, technological, and transportation Barriers.
- 4.3 **Administration:** the administrative and operational arm of the Town, comprised of various divisions and including all employees who operate under the leadership of the Chief Administrative Officer.
- 4.4 **Barriers:** formal and/or informal structures and attitudes that inhibit or prevent people from participating in activities or processes they might otherwise be interested in pursuing.
- 4.5 **Community:** the Town of Hinton and surrounding service area.
- 4.6 **Discrimination:** individual acts of prejudice, exclusion, and intolerance towards a person or community listed under “Protected Class”
- 4.7 **Diversity:** recognition of and respect for the unique dimensions, qualities, and characteristics of the different people that comprise the Town and form part of the Community.
- 4.8 **Equity:** addressing Barriers to facilitate equitable opportunities for all Community members, providing individuals with resources and opportunities that account for the specific Barriers they face.
- 4.9 **Inclusion:** the commitment to facilitating welcoming, respectful, and accessible places for all and creating a culture that embraces and accepts difference while valuing and viewing such differences as strengths.
- 4.10 **Newcomer:** immigrants to Canada that have moved to Hinton within the past five years.
- 4.11 **Stakeholder:** all organizations, groups or individuals invested in the Community, both internally and externally.
- 4.12 **Protected Class:** a person or class or persons; race, colour, ancestry, place of origin, religious beliefs, gender (including pregnancy and gender identity), physical disability, mental disability, marital status, family status, source of income, and sexual orientation.

5. RESPONSIBILITIES

- 5.1 The Town will strive to:
 - 5.1.1 evaluate, create, and implement municipal programs and services that reflect a commitment to Inclusion through Planning and Policies;
 - 5.1.2 ensure inclusive and equitable access to municipal services, programs, and facilities while removing Barriers to Accessibility.

5.1.3 provide reasonable accommodation to municipal programs and services to support participation by members of any Protected Class; and

5.1.4 model Diversity and Inclusion in the workplace by creating an environment in which all people are respected and treated with dignity.

5.2 Council shall

5.2.1 be a guardian of the public interest,

5.2.2 respect and promote human rights,

5.2.3 provide residents and visitors with a safe and inclusive environment,

5.2.4 foster Inclusion, Accessibility, and respect, and

5.2.5 support partner organizations in their efforts to make the Community a safe, welcoming, and lasting home.

5.3 Administration shall

5.3.1 further the objectives of Council in its work of promoting Diversity, Equity, and Inclusion;

5.3.2 conduct meaningful Stakeholder engagement in the Community;

5.3.3 ensure adequate training and resources are provided to carry out the intent of this policy;

5.3.4 identify and remove Barriers to participation and access within the Town; and

5.3.5 develop services that reflect the diverse needs of the Town and Community.

6. COMMUNICATION AND ENGAGEMENT

6.1 Communications internally and externally shall demonstrate, exemplify, and embody Inclusion and respect for all.

6.2 The Community may engage with Council and Administration to identify potential discriminatory policies and practices, as well as strategies to address any such Barriers.

7. RELATED MATTERS & REFERENCES

7.1 *Alberta Human Rights Act RSA 2000, c. A-25.5*

7.2 *Municipal Government Act M-26 RSA 2000*

7.3 *Town of Hinton Employee Relations Policy HR-1904*

7.4 *Town of Hinton Employment Principles Policy HR-1905*

8. REVISION CONTROL

- 8.1 This Policy must be reviewed every 5 years to maintain relevance and represent the most recent legislation at the federal, provincial, and municipal level or as needed.
- 8.2 Upon Council approval, all former versions of this Policy are hereby rescinded.

Date	Revision
April 18, 2023	 Marcel Michaels - Mayor

Approval History (To be filled in by Legislative Clerk)	Inquiries/Contact Person
Approval Date:	
Revision Date:	