

Equity, Diversity and Inclusion (EDI) Guidance Document

People, Safety & Culture | March 2024

This document provides guidance to CRD staff as they consider Equity, Diversity and Inclusion (EDI) implications for staff reports and resulting projects. Note that it is not expected that every staff report and project will include EDI Implications.

This is intended to be a living document that considers and implements user feedback. Please contact the People, Safety & Culture division (edi@crd.bc.ca) with any questions or comments about this guide.

Table of Contents

Introduction to this Tool	3
OVERVIEW: Context	3
OVERVIEW: Key Definitions	4
GUIDANCE: Applying an EDI Lens - Examples	5
GUIDANCE: EDI Considerations.....	6
RESOURCE: Additional Guides	7
RESOURCE: Further Assistance	7

Introduction to this Tool

This document provides guidance to CRD staff regarding how to implement an equity, diversity and inclusion (EDI) lens as they develop programs, projects, services and initiatives for the public as well as internally to the CRD. Specifically, the Guidance provides information about how to complete the “EDI Implications” section of a staff report.

Note that it is not expected that every staff report will include EDI Implications. Be thoughtful and intentional when considering EDI implications to ensure that the efforts are meaningful and effective.

This is intended to be a living document, with the expectation that it will evolve and change over time. Please contact the People, Safety & Culture division at edi@crd.bc.ca with any questions or comments about this guide.

OVERVIEW: Context

The purpose of a staff report is to provide essential information in a concise format to the CRD Board, Committees and Commissions so they can make informed decisions. The EDI Implication section of staff reports provides an opportunity to highlight any considerations related to equity, diversity and inclusion which would assist the Board in decision making.

Board Priorities

Several of the 2023-2026 [Board Priority Initiatives](#) include strong directives related to Equity, Diversity and Inclusion:

- **Governance 5b:** Strengthen Board decision-making frameworks to include First Nations reconciliation, equity, diversity and inclusion, and climate action lenses.
- **Governance 5c:** Develop an understanding of, and accountability for, equity, diversity and inclusion across CRD decision-making bodies.
- **Governance 5d:** Foster greater civic participation among diverse community members.

Corporate Plan

The Corporate Plan includes the following Commitment to Equity, Diversity & Inclusion:

At the CRD, we are committed to creating an inclusive workplace culture that celebrates the uniqueness of individuals – where differences are recognized, appreciated and responded to in ways that fully respect each person’s background, lived experiences, talents and strengths. We value equity, diversity, and inclusion and are committed to listening, learning and evolving on this journey to improve the sense of belonging for everyone at the CRD.

Staff are encouraged to review the relevant sections of the [2023 – 2026 Corporate Plan](#) for

additional EDI-related initiatives.

If your project aligns with any of the goal(s), action(s) and/or sub-action(s) outlined in the CRD Board Priorities/Corporate Plan, include this information in the "*Alignment with Existing Plans & Strategies*" and "*Alignment with Board & Corporate Priorities*" sections of your staff report.

OVERVIEW: Key Definitions

The following definitions can be used to create a common understanding of the meaning of the terms equity, diversity, inclusion and accessibility.

Equity

Equity is about treating individuals according to their diverse needs in a way that enables everyone to participate, perform, and engage to the same extent. Whereas equality treats everyone the same regardless of their circumstances, equity acknowledges that individuals may require different levels of support or resources to achieve the same outcomes and takes into account historical and systemic barriers to power and access, striving to level the playing field and promote fairness for all.

Diversity

Diversity refers to the variety of unique dimensions, qualities, characteristics that an individual possesses, and the mix that occurs in a community or a group of people. It extends beyond just visible attributes like race and ethnicity to include factors such as race, ethnicity, language, age, gender identity and expression, sexual orientation, culture, religion, belief system, marital and family status, socioeconomic status, physical and intellectual abilities, mental health, work status, life experiences and thinking style.

Inclusion

Inclusion creates an environment which embraces, respects, accepts and values diversity. With inclusion, all individuals have a sense of belonging and are recognized as valued and contributing members of society.

GUIDANCE: Applying an EDI Lens - Examples

By applying an EDI lens to the work of the CRD, we can generate better solutions by incorporating diverse perspectives and removing barriers. This approach fosters the development of a workplace that is more welcoming to all individuals, while also promoting greater accountability and engagement with the public.

The following are some examples of types of CRD work which may benefit from applying an EDI lens.

Note that it is not expected that every staff report will include EDI Implications. Be thoughtful and intentional when considering EDI implications to ensure that the efforts are meaningful and effective.

- **Policies** – Analyzing the impact of policy positions and processes on diverse and equity-seeking individuals and groups, with a view to identifying and reducing or eliminating barriers to service access where possible.
- **Programs** - Consideration of how diversity factors in the demographics within the populations that the project seeks to reach or serve can inform program design, outreach and delivery.
- **Service Delivery** – Ensuring that delivery of services takes into consideration the needs of diverse individuals and groups and that front-line service workers have received EDI training so they are better able to respond to emerging needs.
- **Public Engagement Initiatives** – Development of an outreach plan that specifically targets diverse groups, use of multiple methods for obtaining information or engaging with the public, and leveraging community networks to reach diverse groups.
- **Communications** – Considerations include using clear, plain inclusive language; communicating key messages in languages other than English if/when needed; using diverse representation in images and symbols; and identifying ways to reach specific populations who may be at risk of not otherwise receiving communications materials.
- **Research** – Identifying and mitigating any assumptions, biases or systemic barriers underlying research methodology and subjects, composition of research team and participation of diverse individuals and groups in conducting research.
- **Grants, Funding and Procurement** – Ensuring equitable access to grants, funding opportunities, and the procurement process, including considerations related to accessibility of the application process and supporting underserved or underrepresented individuals or groups.
- **Buildings** – Identifying opportunities and constraints related to inclusive design, accessibility, gender inclusivity and cultural considerations for facility design and renovation.

GUIDANCE: EDI Considerations

Consideration	Questions to Ask
Overall	<p>Are you using inclusive language in your staff report (whether or not your report includes EDI Implications)?</p> <p>See inclusive language references in Additional Resources section for further information.</p>
Design	<p>Equity: In what ways does the design of this program, service or initiative increase equitable access by removing barriers?</p> <p>Diversity: In what ways does the design of this program, service or initiative intentionally increase representation and/or participation of diverse people?</p> <p>Inclusion: In what ways does the design of this program, service or initiative foster a sense of belonging for diverse people?</p>
Engagement	<p>How are you including the voices and perspectives of diverse individuals as part of your invested party or interest holder engagement? What groups of people are impacted by this initiative? Why would they benefit from knowing about the initiative or process?</p> <p>Whose voices or perspectives have you not heard from, and why? What are potential barriers to participation and how will you identify and address them?</p> <p>Additional guidance from Corporate Communications regarding Engagement: Explain the objective (what you want to achieve) through public engagement as well as what the promise to the public is for each objective. Refer to the engagement decision tree and IAP2 Spectrum of Participation for guidance.</p>
Impacts	<p>How will this program, service or initiative differently affect particular individuals and communities, in relation to different aspects of their identities? Consider: race, ethnicity, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, gender identity or expression, sexual orientation, age, class, socioeconomic status, and any other relevant aspects of identity.</p> <p>How will the program, service or initiative be responsive to emerging unintended consequences as they may arise?</p>
Communications	<p>What language, images or messages associated with this program, service or initiative could be used to cultivate inclusion?</p>

	<p>Are there any language, images or messages that reinforce stereotyped narratives or dominant cultural norms? If so, how will these be assessed and remediated?</p> <p>Is there a need for communications materials (i.e. safety information, posters, brochures, etc.) to be translated into languages other than English?</p>
Accessibility	<p>What accessibility considerations need to be addressed to ensure equitable access for all people?</p> <p>In what ways does this program, service or initiative meet or exceed accessibility regulatory requirements?</p>
Feedback	<p>How will you receive and incorporate feedback if there are concerns related to equity, diversity and inclusion?</p>

Note: This Guidance chart was adapted from the University of British Columbia's [Activating Inclusion Toolkit](#) "Using an Equity and Anti-Racism Lens in Decision Making", UBC Equity & Inclusion Office, November 2023.

RESOURCE: Additional Guides

[CRD Corporate Writing Style Guide](#)

[Words Matter - Guidelines on Using Inclusive Language in the Workplace \(gov.bc.ca\)](#)

[A Way with Words and Images: Suggestions for the Portrayal of People with Disabilities \(Canada.ca\)](#)

RESOURCE: Further Assistance

Please contact the People, Safety & Culture division at edi@crd.bc.ca for additional assistance or with any questions or comments about this guide.