



**City of
Lloydminster**

Policy

Policy Title:	Diversity, Inclusion, and Accessibility Policy	Policy Number:	551-06
Date of Adoption:	September 9, 2024	Motion Number:	240-2024
Date of Amendment:		Year of Review:	

1. Purpose:

- 1.1. To recognize that some groups and individuals have particular and specific needs that must be met if they are to enjoy equitable access to the goods, services, and information offered by the City of Lloydminster.
- 1.2. To demonstrate the City of Lloydminster’s commitment to playing an important role in promoting Diversity and Inclusion in the community. The City is committed to sharing responsibility for respecting and promoting human rights, reducing Systemic Discrimination and to becoming a community where all citizens feel able to participate in all aspects of the community without Barriers, where reasonably possible.

2. Objective:

- 2.1. To remove Barriers in City of Lloydminster facilities and services so that people with disabilities have equitable opportunity to participate fully and meaningfully in all aspects of life.
- 2.2. To implement practices that aim to address Discrimination in employment on Prohibited Grounds as defined in the *Canadian Charter of Rights and Freedoms*, the *Saskatchewan Human Rights Code, 2018* and the *Alberta Human Rights Act*.

3. Definitions:

Accessible	Giving people the opportunity to fully participate in every aspect of life reasonably possible. These opportunities include participation in education, employment, public health, programming, community living, and service learning. This can be achieved by considering and reducing Barriers.
Accessibility	Steps taken to minimize physical, systemic, attitudinal, information and communication, technological, and transportation Barriers.
Accessible Formats	Formats that are alternative to standard print and are accessible to people with disabilities. Accessible formats may include large print, Braille, and audio electronic formats.

Administration	An employee, contract employee or volunteer of the City of Lloydminster.
Assistive Devices	Items that ease the strains of daily activities such as communication aids, cognition aids, mobility aids, and medical aids.
Barriers	A factor in a person's environment that, through absence or presence, limits the functioning and or engagement. These may include a physical environment that is not accessible or a lack of relevant assistive technology.
City	The Corporation of the City of Lloydminster.
Community Partners	A group of representatives from various local agencies and organizations who meet to network, identify community needs that can be addressed, identify community service gaps, coordinate, and support social justice related programs and services to address identified needs, develop the strong community strategy, and advocate for action.
Communication Supports	Supports that individuals with disabilities may need to access information. Examples include plain language formats, sign language, as well as reading out loud, captioning, or using written notes to communicate.
Discrimination	An action, policy, practice, or decision that negatively affects a person or group of people and is related to certain personal characteristics protected under <i>the Saskatchewan Human Rights Code, 2018</i> and the <i>Alberta Human Rights Act</i> .
Diversity	The presence of a wide range of human qualities and attributes within an individual, group, or organization. The range of human differences; each person has layers of diversity which makes their perspective unique.
Equity	A condition of inclusive and respectful treatment of all people. Equity does not mean treating people the same without regard for individual differences.
Inclusion	Acknowledging and valuing people's differences to enrich social planning, decision making and quality of life for everyone. Appreciating and using unique differences in a way that shows respect for the individual and ultimately creates a dynamic multi-dimensional organization.
Members of Council	An individual elected pursuant to <i>The Local Government Election Act, 2015</i> (Saskatchewan) as a Member of Council.
Protected/Prohibited Grounds	Personal characteristics of individuals or groups of individuals that is protected from discrimination

	under human rights legislation. Protected/Prohibited grounds are: on the basis of colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income, and sexual orientation.
Service Dog	A service dog is defined as a dog that has been individually trained by an organization or person specializing in service dog training; and performs a task to assist a person with a disability with a need related to their disability.
Local Subject Matter Experts	A local organization that has specific knowledge and expertise in providing support and care to persons with barriers and/or disabilities.
Support Person	A person, in relation to an individual with a disability, who accompanies the individual to help with communication, mobility, personal care, medical needs or with access to goods or services.
Systemic Discrimination	A pattern consisting of behaviors, policies, or practices that are part of the social or administrative structures of an organization, and which creates or perpetuates a position of relative disadvantage for certain groups or individuals.
Undue Hardship	An unbearable financial cost, a considerable disruption to business, or an interference with the rights of others, or anything else found at law to be undue hardship.

4. Scope:

4.1. This Policy applies to all Members of Council and Administration.

5. Responsibilities:

5.1. The City values Diversity and strives to identify and eliminate Barriers and Systemic Discrimination that prevent people from participating in community life. Through the application of the following guidelines, the Members of Council and Administration will incorporate deliberate and ongoing strategies of Inclusion, with an emphasis on improving Accessibility, removing Barriers to access, and applying an Equity lens to activities undertaken by the City.

5.2. All activities of the City shall strive to be inclusive in nature and remove Systemic Barriers. Administration shall incorporate deliberate and ongoing strategies of Inclusion when developing, modifying, or implementing policies, directives, processes, practices, programs, and services. Members of Council and Administration are committed to:

- 5.2.1. building an inclusive workplace by drawing on the talents of all employees.
- 5.2.2. equitable treatment for all employees - different needs are recognized, respected, and accommodated to the point of undue hardship.
- 5.2.3. building Diversity and Inclusion into policies, practices, and programs.
- 5.2.4. ensuring City systems, policies, practices, and work environment are welcoming, Barrier-free and Accessible.
- 5.2.5. increasing the City's capacity to identify and respond more quickly to a broader range of client needs.
- 5.2.6. hiring and promoting the most qualified person for the position, based on merit.
- 5.2.7. playing an important role in combating racism and Discrimination.
- 5.2.8. sharing responsibility for respecting and promoting human rights and Diversity.
- 5.2.9. being a community where all citizens feel reasonably able to participate in all aspects of the community without encountering undue Barriers.
- 5.2.10. working with Community Partners to best meet the needs of the community and advocate for action when needed.
- 5.2.11. learning and honouring the unique histories and lived experiences of people in the community.

6. Accessibility:

- 6.1. Members of Council and Administration shall use every reasonable effort up to the point of Undue Hardship, to facilitate the use of Assistive Devices, Communication Supports, Support Persons and/or Service Dogs to access goods, services, and information provided by the City.
- 6.2. Administration shall use reasonable efforts to remove Barriers by continuously monitoring and evaluating accessibility to goods, services, and information.
- 6.3. Any request for the removal of a Barrier that requires the allocation of resources shall be evaluated by Administration and items that have major budgetary impacts shall be brought before Council for further direction.

- 6.4. Upon request from a patron, Members of Council and Administration shall arrange for the provision of information with Communication Supports in a mutually agreed upon Accessible Format.
- 6.5. All new capital projects including rehabilitations of facilities and signage replacements shall be assessed with an accessibility lens to ensure barriers are removed and equitable access is achieved. The use of an accessibility consultant may be considered where appropriate and when budget allows.

7. Support Person Guidelines

- 7.1. Support Persons shall not be charged any facility admission or program fees.
- 7.2. Support Persons should be prepared to join in the activity, and actively engage with staff or activity leaders to effectively facilitate inclusion. If the Support Person is participating in activities within a paid-admissions area of a facility, and is separated from the guest they are supporting, the Support Person shall be required to pay for admission.
- 7.3. All children under the age of eight (8) require adult supervision during facility admission, therefore Support Person guidelines would not apply.

8. Diversity, Equity, and Inclusion:

- 8.1. Administration shall model a diverse and inclusive workplace by creating an environment in which people are respected and treated with dignity. Provide appropriate training and resources to staff.
- 8.2. Administration shall develop and maintain positive and respectful internal and external partnerships that contribute to inclusive decision making and work in collaboration with Community Partners to bring Diversity, Equity, and Inclusion principles into all community initiatives.
- 8.3. Administration shall consult with Local Subject Matter Experts where needed or appropriate to ensure Diversity, Equity, and Inclusion are considered and principles are represented.

9. Penalty:

- 9.1. Any member of Administration found to be in violation of this Policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a written warning to dismissal with cause.
- 9.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "*Council Code of Ethics Bylaw*" or provisions of "*The Lloydminster Charter*."

10. Responsibility:

10.1. City Council shall review and approve all policies.

10.2. City Administration shall administer the Policy through the use of a supporting procedure.

10.3. Sponsoring Department is responsible for creating and amending a supporting procedure.