



TOWN POLICY NUMBER:

POLICY NO:

Anti-Racial Discrimination and Anti-Racism Policy

013/2020

RESOLUTION:

ADOPTED BY:

SUPERSEDES:

2020-427

Town Council

PREPARED BY:

EFFECTIVE DATE:

Administration

July 21, 2020

1. POLICY STATEMENT

- 1.1 The Town of Rocky Mountain House recognizes the diversity of our community and believes that all members of our community including, but not limited to, residents, elected officials, employees, volunteers and visitors, of colour and Indigenous Peoples have the right to live, work, do business and play in an environment that asserts and supports their fundamental rights, personal worth and human dignity.
- 1.2 The Town of Rocky Mountain House acknowledges and recognizes the existence in our community of racism in all its forms, including Cultural, Environmental, Institutional, Systemic and Individual.
- 1.3 The Town of Rocky Mountain House is committed to breaking down barriers, deconstructing biases and fostering and promoting an inclusive, respectful and welcoming environment for all, one that is free from racial discrimination and racism.
- 1.4 The Town of Rocky Mountain House acknowledges its role and responsibility in protecting every person's right to be free from racial discrimination and racism.
- 1.5 The Town of Rocky Mountain House is further committed to respecting and upholding the vision and principles of Alberta's Human Rights Act and the implementation of the Calls to Action of the Truth and Reconciliation Commission.
- 1.6 This Policy is intended to demonstrate the Town of Rocky Mountain House's commitment to conducting its day-to-day operations and governance in an anti-discriminatory and anti-racist manner and environment. The implementation of this Policy is a public commitment that the Town of Rocky Mountain House will continue to make best efforts to ensure that all who work and interact with the Town of Rocky Mountain House are able to do so in an environment and manner, free of racism and racial discrimination.

2. PURPOSE/SCOPE

- 2.1 This Policy applies to all employees, elected officials, contractors, volunteers, and students working or volunteering for the Town of Rocky Mountain House or providing professional services to it.
- 2.2 This Policy applies to the interpretation and application of current and new bylaws, regulations, policies, procedures, contracts, procurements and activities carried out by the Town of Rocky Mountain House, all of which will be required to be compliant with the principles and particular requirements specified within this Policy.
- 2.3 The scope of this Policy includes all aspects of the Town of Rocky Mountain House's activities, including its working environment, procurement, services, meetings and various public events. In addition, this scope will include ongoing relationships with individuals, businesses, community groups and contractors as well as with other local governments and public and private bodies.
- 2.4 This policy is intended to supplement and support Alberta's Human Rights Act and related Town of Rocky Mountain House policies such as the Workplace Discrimination, Violence and Harassment Policy.

3. DEFINITIONS

- 3.1 "**Barrier**" means an overt or covert obstacle which must be overcome for equality and progress to be possible.
- 3.2 "**Bias**" means a subjective opinion, preference, prejudice, or inclination, often formed without reasonable justification, which influences the ability of an individual or group to evaluate a particular situation objectively or accurately.
- 3.3 "**Cultural Racism**" means the full adoption by an individual or group of the culture, values and patterns of a different social, religious, linguistic or national ethos, resulting in the diminution or elimination of attitudinal and behavioural characteristics of the original individual or group. Can be voluntary or forced.
- 3.4 "**Discrimination**" means the differential treatment of an individual or group, on the basis of prejudice, stereotypes or the Prohibited Grounds of Discrimination set out in provincial human rights legislation. Discrimination may be intentional or unintentional, conscious or unconscious. Discrimination can result in one individual or group having an advantage over another and can cause an individual or group to be excluded from activities which they ought to have the right to be included in.
- 3.5 "**Diversity**" is a term used to encompass the acceptance and respect of various dimensions including race, gender, sexual orientation, ethnicity, socio-economic status, religious beliefs, age, physical abilities, political beliefs, or other ideologies.
- 3.6 "**Environmental Racism**" means a systemic form of racism in which toxic wastes and dangerous and toxic facilities are located into or near marginalized communities, such as People of Colour, Indigenous Peoples, working class, and poor communities, often causing chronic illness and change in their lifestyle due to pollution of lands, air and waterways.

- 3.7 **"Inclusive Language / Inclusion"** means the deliberate selection of vocabulary that avoids explicit or implicit exclusion of particular groups and that avoids the use of false generic terms, usually with reference to gender. Making diverse members of society or an organization feel valued and respected.
- 3.8 **"Indigenous Peoples"** means the communities, peoples, and nations that have a historical continuity with pre-invasion, pre-settler, or pre-colonial societies that developed on their territories, as distinct from the other societies now prevailing on those territories (or parts of them). The original inhabitants of Canada who lived here for millennia before explorers arrived from Europe.
- 3.9 **"Individual Racism"** means racist assumptions, beliefs and behaviours that stem from conscious and unconscious personal prejudice.
- 3.10 **"Institutional Racism"** (Systemic Discrimination) means the institutionalization of discrimination through policies and practices which may appear neutral on the surface, but which have an exclusionary impact on particular groups. This occurs in institutions and organizations, including government, where the policies, practices and procedures (e.g. employment systems – job requirements, hiring practices, promotion procedures, etc.) exclude and/or act as barriers to racialized groups.
- 3.11 **"People of Colour"** means any non-White racial or ethnic groups; generally used by racialized peoples as an alternative to the term "visible minority." The word is not used to refer to Indigenous peoples, as they are considered distinct societies under the Canadian Constitution. When including Indigenous peoples, it is correct to say "people of colour and Indigenous peoples."
- 3.12 **"Prohibited Grounds of Discrimination"** is race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or of any other person.
- 3.13 **"Racial Discrimination"** means any distinction, exclusion, restriction or preference based on race, colour, descent, or national or ethnic origin, which nullifies or impairs the recognition, enjoyment or exercise of human rights and fundamental freedoms in the political, economic, social, cultural or any other field of public life.
- 3.14 **"Racism"** means a belief that one group is superior to others performed through any individual action, or institutional practice which treats people differently because of their colour or ethnicity. This distinction is often used to justify discrimination. There are many types of racism: Institutional, Systemic, and Individual.

4. ROLES AND RESPONSIBILITIES

4.1 Council Members will:

- a. take leadership to model inclusive behaviour and language and not participate in racist or racially discriminatory conduct;
- b. support, promote and foster the principles of this Policy in all their work and interactions;
- c. ensure that Management is trained on this Policy and is implementing it;

- d. report incidents of racial discrimination or racism experienced or witnessed, immediately to the CAO (or their designate) or the Mayor (or their delegate);
- e. cooperate and participate in good faith in any investigation under this Policy; and
- f. maintain the confidentiality of all involved in a complaint under this Policy.

4.2 Management will:

- a. ensure that the workplace and the business of the local government is free from racial discrimination and racism and ensure the principles of this Policy are reflected in the execution of their duties, operational policies and practices within their area of responsibility;
- b. model inclusive behaviour and language and not participate in racist or racially discriminatory conduct;
- c. support, promote and foster the principles of this Policy in all their work and interactions;
- d. train Council members on this Policy at the beginning of each term of office and provide refresher training annually thereafter. Training should be meaningful, interactive and involve group work where participants can work through various case studies highlighting appropriate and inappropriate behaviour;
- e. train all new employees, volunteers and contractors on this Policy at the commencement of their employment or services and provide refresher training annually thereafter. Training should be meaningful, interactive and involve group work where participants can work through various case studies highlighting appropriate and inappropriate behaviour;
- f. report incidents of racial discrimination or racism experienced or witnessed, immediately to a supervisor, the CAO (or their Deputy or designate) or the Mayor (or their delegate);
- g. listen to any complaint, treating it sensitively, seriously and confidentially;
- h. when appropriate and required, provide a timely, thorough, confidential and objective investigation of any allegation and answer any complaints in accordance with this Policy;
- i. if necessary or appropriate, appoint an independent third-party investigator to investigate allegations or complaints when required under section 5.0;
- j. subject to procedures referred to in section 5.0, review the findings and recommendations and determine, in consultation with Human Resources, Management, legal counsel and/or Town Council, as applicable, the outcome and the appropriate action to be taken, which may include education, training or disciplinary action, dependent upon the results;
- k. maintain the confidentiality of all involved in a complaint under this Policy;

- l. cooperate and participate in good faith in any investigation under this Policy; and
- m. ensure this Policy is reviewed at least every 2 years for effectiveness.
- n. The Chief Administrative Officer ("CAO") is responsible for the implementation and administration of this Policy.

4.3 Employees, Volunteers and Contractors will:

- a. not engage in racial discrimination or racism and will conduct oneself and speak in an inclusive manner;
- b. report incidents of racial discrimination or racism experienced or witnessed, immediately to a supervisor, the CAO or the Mayor (or their delegate);
- c. maintain the confidentiality of all involved in a complaint under this Policy; and
- d. cooperate and participate in good faith in any investigation under this Policy.

4.4 Complainants will have a right to:

- a. make a complaint and receive a copy of the complaint;
- b. be informed of the status and progress of the investigation;
- c. be informed of a summary of the results of the investigation in writing including a summary of corrective action that has or will be taken as a result of the investigation;
- d. not be subject to retaliation; and
- e. withdraw a complaint at any time during the procedure; however, depending upon the nature and severity of the allegations, the CAO (or Deputy or designate), or Mayor may determine that an investigation is required, and the process will continue despite the withdrawal.

4.5 Respondents will have a right to:

- a. be informed that a complaint has been filed;
- b. be informed of the status and progress of the investigation;
- c. have the allegations provided to any independent investigator;
- d. be informed of the allegations against them and be provided an opportunity to respond; and
- e. be informed of a summary of the results of the investigation in writing.

4.6 Bystanders have:

- a. the right to not be subject to retaliation because they have participated as a witness; and

- b. a responsibility to meet with the investigator and to cooperate in good faith with all those responsible for the investigation of the complaint.

4.7 The Investigator, if engaged under the process referred to in Section 5, shall:

- a. have expertise regarding the matters covered under this Policy;
- b. ensure the Respondent is informed of the allegations;
- c. ensure all parties involved have been informed of their rights and responsibilities;
- d. interview the parties concerned and any witnesses;
- e. collect all pertinent information;
- f. recommend a mediation process where appropriate;
- g. prepare a written report;
- h. ensure the investigation is completed in a timely fashion taking into account particular circumstances; and
- i. maintain confidentiality.

5. COMPLAINT PROCESS

All members of the Council, management, employees, volunteers and contractors of the Town of Rocky Mountain House have a responsibility to treat all complaints under this Policy seriously and to investigate all complaints of racism and racial discrimination pursuant to the complaint procedure set out in the Town of Rocky Mountain House's Workplace Discrimination, Violence and Harassment Policy.

6. REMEDIES

Any individual covered by this Policy, who is found to have engaged in, or known about and took no action to report or stop racial discrimination or racist behaviour contrary to this Policy may be subject to appropriate action, depending on the severity of the misconduct. The range of appropriate remedy may include, but is not limited to, the following:

6.1 In the case of an officer or employee:

- a. an oral and/or written apology from the Respondent and/or Town of Rocky Mountain House;
- b. any administrative change that is appropriate (i.e.: job site or position transfer; no contact for a period of time, temporary or permanent changes to reporting structures or work assignments);
- c. coaching;
- d. counselling;
- e. training or education;

- f. re-orientation to this Policy and its purpose;
- g. discipline up to and including termination of employment for just cause;
- h. termination of contract for service or of a volunteer opportunity.

6.2 In the case of an elected official:

- a. sanction by Council (including but not limited to censure, removal from appointments, referral to police or legal action).

6.3 If the Respondent is not covered by this Policy, the Town of Rocky Mountain House will take any and all steps reasonable and necessary to remedy the substantiated complaint to protect the Complainant from future harm.

7. UNSUBSTANTIATED COMPLAINTS

If an investigator finds insufficient evidence to support the Complainant's allegations, the investigator will submit that finding. There will be no record of the complaint on the Complainant's or Respondent's file and there will be no sanction to anyone concerning the incident. A finding of no evidence is a simple reflection of an absence of evidence to support the claim and nothing more.

8. NO REPRISALS OR RETALIATION

8.1 Any reprisal or retaliatory action, that is related in any way to the circumstances noted above, against a Complainant (or person closely related to or associated with the Complainant), Bystander, Respondent, elected official or employee who is responsible for implementing this Policy and procedure and who in good faith:

- a. makes a complaint alleging racial discrimination or racism;
- b. identifies or opposes a practice that they reasonably believe to constitute racial discrimination or racism;
- c. implements or participates in an investigation, proceeding or hearing under this Policy or pursuant to any applicable statutory complaint process;

violates this Policy and will not be tolerated.

8.2 Any officer, employee, volunteer, appointee or contractor covered by this Policy who is found to have engaged in any reprisal or retaliation in violation of this Policy will be subject to appropriate disciplinary action, which action may include the termination of employment for just cause, termination of a contract for service or of a volunteer opportunity or legal action.

8.3 Any elected official covered by this Policy who is found to have engaged in any reprisal or retaliation in violation of this Policy will be subject to Council consideration of appropriate sanctions, which may include censure, removal from appointments, referral to police or legal action.

9. VEXATIOUS ALLEGATIONS AND COMPLAINTS

Any individual covered by this Policy who makes an allegation or complaint under this Policy that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate action set out in sections 8.2 or 8.3, as applicable.

10. LIMITATIONS

This Policy articulates the position of the Town of Rocky Mountain House and demonstrates its support and commitment to an environment that is free of racial discrimination and racism. It is not intended to supersede or supplant the other processes available to individuals or groups wishing to pursue avenues of formal complaint or redress under other Town of Rocky Mountain House policies.

11. REFERENCES

Workplace Discrimination, Violence and Harassment Policy.

Redacted under sec. 17 of the FOIP Act

Mayor Tammy Burke

Redacted under sec. 17 of the FOIP Act

CAO, Dean Krause

The Canadian Race Relations Foundation maintains a glossary with definitions of key concepts relevant to race relations, the promotion of Canadian identity, belonging and the mutuality of citizenship rights and responsibilities: <https://www.crrf-fcrr.ca/en/resources/glossary-a-terms-en-gb-1>

**Schedule A
Acknowledgement**

I ACKNOWLEDGE that I have received a copy of the Town of Rocky Mountain House's Anti-Racial Discrimination and Anti-Racism Policy, that I have read and received training on it and fully understand the rights, duties and procedures contained in it.

I UNDERSTAND that the Town of Rocky Mountain House may change, withdraw or add, rules, duties or practices described in the Anti-Racial Discrimination and Anti-Racism Policy from time to time in its sole discretion without prior notice to me, provided that the Town of Rocky Mountain House advises me within a reasonable period of time.

I ACKNOWLEDGE that I have had an opportunity to discuss the content of the Anti-Racial Discrimination and Anti-Racism Policy with my immediate supervisor, Human Resources representative or the CAO.

I AGREE to abide by the Town of Rocky Mountain House's Anti-Racial Discrimination and Anti-Racism Policy, and I understand that such compliance is a condition of my duties, responsibilities and obligations. I also understand that non-adherence to the Town of Rocky Mountain House's Anti-Racial Discrimination and Anti-Racism Policy or other rules may result in disciplinary action up to and including termination of employment or the consideration of appropriate sanctions, which may include censure, removal from appointments, referral to police or legal action.

Signature of Individual

Printed Name

Date