

POLICY NAME:	Anti-Racial Discrimination and Anti-Racism		
POLICY NUMBER:	1.42		
APPROVING AUTHORITY:	☒ Legislative (Council Approved)	☐ Administrative (CAO Approved)	
DATE ADOPTED:	June 15, 2026		
LAST AMENDED:			

INTRODUCTION

The Village of Harrison Hot Springs (the Village) recognizes diversity in our community and believes that all members of our community, including, but not limited to, residents, elected officials, employees, volunteers and visitors have the right to live, work, do business and play in an environment that supports and asserts their fundamental rights, personal worth and human dignity.

PURPOSE

This policy is intended to demonstrate the Village's commitment to conducting day-to-day operations and governance in an anti-discriminatory manner and environment.

The implementation of this policy is a public commitment that the Village will continue to make best efforts to ensure that all who work and interact with the Village are able to do so in an environment and manner free of racism and discrimination.

The Village is further committed to respecting and upholding the vision and principles of British Columbia's Human Rights Code, the United Nations Declaration on the Rights of Indigenous Peoples, and the implementation of the Calls to Action of the Truth and Reconciliation Commission.

DEFINITIONS

Barrier - An overt or covert obstacle which must be overcome for equality and progress to be possible.

Bias - 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.

Bystander – Means an individual who witnesses or becomes aware of an incident of racism or racial discrimination but is not directly involved as a Complainant or Respondent.

Classism - A prejudice against or in favour of people belonging to a particular social class, resulting in differential treatment.

Colonialism - The policy or practice of acquiring full or partial political control over another country, occupying it with settlers, and exploiting it economically.

Colourism - A prejudice or discrimination against individuals with a dark skin tone, typically among people of the same ethnic or racial group; a form of oppression that is expressed through the differential treatment of individuals and groups based on skin color.

Committee or Commission Member – A person appointed to a Committee, Commission or other Council established body under the *Community Charter* or the *Local Government Act*.

Complaint – An allegation in accordance with the procedure set out in this policy, that a person has breached this policy.

Complainant – A person who has submitted a Complaint.

Cultural Racism - Portrayal of Indigenous people, Blacks, people of colour and different ethnicities in the media, school texts, literature as inherently “inferior”, “savage”, “bad”, “primitive”. The premise by a host society that devalues and stereotypes minority populations.

Discrimination - The denial of equal treatment and opportunity to individuals or groups because of personal characteristics and membership in specific groups, with respect to education, accommodation, health care, employment, access to services, goods, and facilities. This behaviour results from distinguishing people on that basis without regard to individual merit, resulting in unequal outcomes for persons who are perceived as different. Differential treatment that may occur on the basis of any of the protected grounds enumerated in human rights law.

Diversity - 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.

Employment Equity - A program designed to remove barriers to equality in employment for reasons unrelated to ability, by identifying and eliminating discriminatory policies and practices, remedying the effects of past discrimination, and ensuring appropriate representation of the designated groups (women; Indigenous people; persons with disabilities; and visible minorities). Employment Equity can be used as an active effort to improve the employment or educational opportunities of members of minority groups and women through explicit actions, policies or programs.

Equity - A condition or state of fair, inclusive, and respectful treatment of all people. Equity does not mean treating people the same without regard for individual differences.

Inclusion - The extent to which diverse members of a group (society/organization) feel valued and respected.

Inclusive Language - 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.

Indigenous - Indigenous is understood to mean 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).

Individual Racism - Individual Racism is structured by an ideology (set of ideas, values and beliefs) that frames one's negative attitudes towards others; and is reflected in the willful, conscious/unconscious, direct/indirect, or intentional/unintentional words or actions of individuals.

Investigator – Means an independent third party appointed to investigate a Complaint.

Institutional Racism - Institutional Racism exists in organizations or institutions where the established rules, policies, and regulations are both informed by, and inform, the norms, values, and principles of institutions. These in turn, systematically produce differential treatment of, or discriminatory practices towards various groups based on race. It is enacted by individuals within organizations, who because of their socialization, training and allegiance to the organization abide by and enforce these rules, policies and regulations. It essentially maintains a system of social control that favours the dominant groups in society (status quo).

Management – Means exempt employees of the Village who are excluded from the provisions of a collective bargaining agreement.

People of Colour - A term which applies to 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 people, 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.”

Racial Discrimination - According to the International Convention on the Elimination of All Forms of Racial Discrimination (to which Canada is a signatory), racial discrimination is “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.”

Racism - Racism is 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 three types of racism: Institutional, Systemic, and Individual.

Respondent - The person whose conduct is the subject of a Complaint.

Systemic Racism - Consists of patterns of behaviour, policies or practices that are part of the social or administrative structures of an organization, and which create or perpetuate a position of relative disadvantage for racialized persons. These appear neutral on the surface, such as racialized and colourblind norms and standard ways of operating, but nevertheless, have an exclusionary impact on racialized persons, which lead to racially biased outcomes and experiences.

PRINCIPLES

The Village:

- Acknowledges and recognizes the existence in our community of racism in all its forms;
- 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; and
- Acknowledges its role and responsibility in protecting every person's right to be free from racial discrimination and racism.

SCOPE

This policy applies to all employees, elected officials, contractors, volunteers, and students working or volunteering for the Village or providing professional services to it. This policy applies to the interpretation and application of current and new bylaws, regulations, policies, procedures, contracts, procurements and activities carried out by the Village, all of which will be required to comply with the principles and particular requirements specified within this policy. The scope of this policy includes all aspects of the Village'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.

ROLES AND RESPONSIBILITIES

1. Council and Committee/Commission Members

Village Council and Committee/Commission Members will take leadership in modeling inclusive behaviour and language and refraining from engaging in any form of racist or racially discriminatory conduct. Council and Committee/Commission Members will support, promote, and foster the principles outlined in this policy across all aspects of their work and interactions. Any incidents of racial discrimination shall be promptly reported to the Chief Administrative Officer (CAO) or their designate. Council and Committee/Commission Members will cooperate and participate in good faith with any investigations conducted under this policy, ensuring the confidentiality of all individuals involved in a complaint.

2. Management

- (a) Management will ensure the principles of this policy are reflected in the execution of their duties, operational policies and practices. Management will model inclusive behaviour and language and not participate in racist or racially discriminatory conduct.
- (b) Management will include this policy in the training of Village Council at the beginning of each term of office and to Committee/Commission Members upon appointment to their

respective positions. All employees, volunteers, and contractors will be provided with this policy at the commencement of their work with the Village.

- (c) Management will listen to any complaint, treating it sensitively, seriously and confidentially. Management will ensure this policy is reviewed at least every two years for effectiveness. When appropriate and required, management will provide an investigation of any allegations or appoint a third party to investigate when allegations are serious, complex, or when timeliness or optics of impartiality and objectivity are critical. The outcome of such an investigation may include education, training, or disciplinary action, depending on the findings.
- (d) The CAO is responsible for the implementation and administration of this policy.

3. Employees, Volunteers, Contractors

Employees, volunteers, and contractors must not engage in racial discrimination or racism and must behave in an inclusive manner. They will report incidents of racial discrimination or racism experienced or witnessed immediately to a supervisor or the CAO. They will maintain the confidentiality of all involved in a complaint under this policy and cooperate and participate in good faith in any investigation under this policy.

4. Union

The Union will take an active role as partners in supporting, promoting and fostering the principles of this Policy in all their work and interactions with their members, Management, and elected officials.

POLICY

5. Governance

The Village is committed to achieving representation of the diversity of the community on its Committees and Commissions by ensuring that it has an equitable and transparent nominations process, that this process is communicated to all members, and that members are committed to outreach beyond the current membership if necessary to achieve this goal.

6. Employment

The Village is committed to achieving representation of equity seeking groups on its staff by ensuring that members of equity seeking communities have equitable access to employment. This includes recruitment, selection, staff development, performance evaluation, retention, promotion, termination.

7. Services

The Village is committed to ensuring that its services and programs are accessible to diverse communities. This involves review of current outreach, communications, program planning and evaluation, to ensure goals are met. The Village will take into consideration provision of services to underrepresented communities, vulnerable populations, those who experience intersectional discrimination, including equity-seeking groups and/or individuals.

8. Training and Education

The Village is committed to ensuring that those involved in the delivery of services and programs have the knowledge, understanding and skills to work with and provide services to members of diverse communities, particularly equity-seeking communities.

9. Information and Communications

The Village is committed to ensuring that all communications, including information on its services and programs, are accessible to diverse communities.

10. Complaint Process

- (a) All members of Village Council, Council Committees and Commissions, management, employees, volunteers and contractors of the Village have a responsibility to treat all Complaints under this policy seriously and to report all Complaints of racism and discrimination.
- (b) Complaints must be made in writing to the CAO or their designate and must contain sufficient information for the Complaint to be investigated.
- (c) Upon receipt of a Complaint, the CAO or their designate may attempt to informally resolve the Complaint and if unsuccessful, may retain an Investigator.
- (d) The Investigator shall:
 - i. Be someone with expertise regarding investigations;
 - ii. Ensure the Respondent is informed of the allegations and all parties involved have been informed of their rights and responsibilities;
 - iii. Interview the parties concerned and any witnesses and collect all pertinent information; and
 - iv. Recommend a mediation process where appropriate, prepare a written report and ensure the investigation is completed in a timely and confidential manner.
- (e) Complainants have a right to:
 - i. Make a Complaint and receive a copy of the Complaint;
 - ii. Be informed of the status and progress of the investigation;
 - iii. 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;

- iv. Not be subject to retaliation; and
 - v. Withdraw a Complaint at any time during the procedure; however, depending upon the nature and severity of the allegations, the CAO or their designate may determine that an investigation is required, and the process will continue despite the withdrawal.
- (f) Respondents have a right to:
- i. Be informed that a Complaint has been filed;
 - ii. Be informed of the status and progress of the investigation
 - iii. Be informed of the allegations against them and be provided an opportunity to respond; and
 - iv. Be informed of a summary of the results of the investigation in writing.
- (g) Bystanders have:
- i. The right to not be subject to retaliation because they have participated as a witness; and
 - ii. A responsibility to meet with the Investigator and to cooperate in good faith with all those responsible for the investigation of the Complaint.

11. 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 upon the severity of the misconduct. The range of appropriate remedies may include, but are not limited to, the following:

- (a) Manager or Employee:
- i. Oral and/or written apology from the Respondent and/or the Village
 - ii. Any administrative change that is appropriate (changes to reporting structure or work assignments, job site or position transfer, no contact requirement)
 - iii. Coaching, counselling, training or education
 - iv. Re-orientation to this policy and its purpose
 - v. Discipline up to and including termination of employment for just cause
- (b) Contractor or Volunteer: Termination of contract for service or of a volunteer opportunity
- (c) Elected Official: Sanction by Council (including, but not limited to censure, removal from appointments, referral to policy or legal action).
- (d) If the Respondent is not covered by this policy, the Village will take any and all steps reasonable and necessary to remedy the substantiated complaint to protect the Complainant from future harm.

12. Unsubstantiated Complaints

If an investigator finds insufficient evidence to support the Complainant's allegation, the investigator will submit that finding. There will be no records of the complaint on the

Respondent's file, and there will be no sanction to anyone concerning the incident. A finding of no evidence is a simple reflection of the absence of evidence and nothing more.

13. No Reprisals or Retaliation

- (a) 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 responsible for implementing this policy will not be tolerated.
- (b) Any individual 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. This action may include termination of employment for just cause, termination of a contract for service, or of a volunteer opportunity, or legal action.
- (c) 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 or appropriate sanctions, which may include censure, removal from appointments, referral to police, or legal action.

14. Vexatious Allegations and Complaints

Any individuals 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 manner or otherwise to have been made in bad faith will be subject to the appropriate action which may include termination of employment for just cause, termination of a contract for service or of a volunteer opportunity, or legal action.

LIMITATIONS

This policy articulates the position of the Village 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 Village policies.

ACKNOWLEDGEMENT

I ACKNOWLEDGE that I have received a copy of the Village of Harrison Hot Springs' Anti-Racial Discrimination and Anti-Racism Policy 1.42, that I have read and fully understand the rights, duties and procedures contained in it.

I UNDERSTAND that the Village 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 Village advises me within a reasonable period of time.

I ACKNOWLEDGE that I have had opportunities 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 Village'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 Village'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: _____ Date: _____

Name: _____

RECORD OF AMENDMENTS	
DATE AMENDED	SUMMARY OF AMENDMENTS