

## PART 4 - PROJECT WORK PLAN

Start Date	Activity	Lead
Feb-March 2022	Hire researcher & establish new MOU between City of Kingston and KEYS.	City of Kingston
April-June 2022	Augmentation and adaptation of current tools towards the development of EDI toolkit for municipalities	City of Kingston in collaboration with KEYS
July 2022 - ongoing	Establish corporate-wide action plan utilizing enhanced tools and pilot current toolkit within the Corporation of the City of Kingston.	City of Kingston
October/November 2022 - Ongoing	Promote project to other municipalities Initiate development of Community of Practice	City of Kingston KEYS
January 2023 - Ongoing	Share Workplace Inclusion Charter Model with Municipalities Assist municipalities to assess their own EDI profile and develop action plans.	City of Kingston and KEYS
February 2023 - Ongoing	Identify 1 SME in each municipality who commits to endorse the charter and work through an implementation cycle. Begin assessment, action planning and implementation.	KEYS
Ongoing and as needed from January 2023 to September 2023	Coaching and Mentoring of Municipalities	City of Kingston and KEYS
Ongoing beginning in May 2023 to September 2023	Review and Evaluation	City of Kingston