



Canada's LGBTQ2+ Archives

Anti-Racism, Diversity, and Inclusion Plan

This is an evergreen document, and it was last updated on 2023-02-09.
The Board of Directors reviews this document at each monthly board meeting.

	Action item	Status	Update
1.	The ArQuives Board of Directors will seek legal advice on advocacy and the CRA. Review resources for charities about political activities.	Completed	See item 2.
2.	The creation of an Advocacy Policy for The ArQuives.	Completed	Board has created an Advocacy Policy that was approved in December 2020. The policy is available on our website.
3.	The ArQuives Board will take a formal and published stance on historical inequities and diversity and inclusion.	Completed	The Board has created a Historical Inequities statement. This statement has been published on The ArQuives website on the "about us" page with access to a PDF version included.
4.	Ongoing third-party Anti-Racist, diversity, and inclusion training for all Board members, staff,	Completed	Mandatory Continuing Professional Development for Staff and Board members has been created.

	and volunteers.		Training has been sourced and staff began training in March 2021. Volunteer (including Board) training will be guided by the Diversity and Inclusion Committee (item 12) in 2022.
5.	Better transparency regarding The ArQuives Policies for volunteers and the public.	Completed	Policies related to volunteers and conflict resolution have been published on the new website. Volunteers now receive all updated policies via email after they have been approved by the board.
6.	Improve volunteer and member access to communication with The ArQuives board.	Complete	A board "contact us" has been added to the website.
7.	To create space for volunteers to be able to share information and communicate with each other.	Complete	The ArQuives has created an all-volunteer Basecamp space for internal communication between volunteers, which will open in the spring of 2022. Everyone will have access and will be able to post, and it will be moderated by administrative staff.
8.	Give researchers, volunteers, and staff the ability to self-identify.	Complete	Intake forms for researchers, volunteers, and staff have been updated or created and will be in use starting when we re-open to volunteers and the public in 2022.
9.	Create a point person to meet with people and to	In Process	The ArQuives is hiring a Volunteer Coordinator to

	eventually have office hours as a way of supporting volunteers experiencing microaggressions or other forms of discrimination.		assist with volunteer management. This will include being a point person that volunteers can approach should they face discrimination or have questions about their time at The ArQuives.
10.	Planned initiatives for both archival projects and community support for QTBIPOC communities.	Ongoing	Partnerships are ongoing each year. This item will always be ongoing and never be marked as "Complete." See the Collection Development Plan 2023-2027 for more information.
11.	Engage more staff and volunteers from under-represented communities, with plans for retention, recruitment, and succession.	Ongoing	As part of our Strategic Plan for 2023-2027, The ArQuives will be creating Staff and Volunteer Recruitment and Retention Plans. This item will always be ongoing and never be marked as "Complete."
12.	Reconstitution of a Diversity and Inclusion Committee to help guide the board in establishing training for volunteers and staff.	In Process	Diversity and Inclusion Committee Terms of Reference have been created and will be brought forward to the board in January 2023. A call for committee volunteers happened internally and externally in October 2022. The Committee will meet to establish a plan and guidelines for staff and volunteer training, which will begin in the spring of 2023 (Item 4) and work with the Volunteer Coordinator who will be a point person for volunteer contacts (Item 9).

13.	Find additional partnerships to ensure the ongoing Diversity and Inclusion of engaging new audiences, membership, and collections.	On Hold	In early 2021, The ArQuives joined the third cohort of Cultural Pluralism in the Arts Movement Ontario (CPAMO) to increase our knowledge and skill base around pluralistic leadership, engagement, collections, membership, and programming. This item was put on hold due to the ED going on leave.
14.	Creation of a Collection Description Policy	Complete	A Collection Description Policy was created to ensure transparent description practices at The ArQuives. This was approved by the board in December 2022 and is available on our website policy page.
15.	TRC Call to Action #70 - Institutional support to the Canadian Archival Communities TRC Task Force which created the "Reconciliation Framework"	Complete	The ArQuives supported the development of the Reconciliation Framework from 2016-2022 when it was published. The Report was endorsed by the Board in August 2022.
16.	Conduct a Collections Review.	Complete	The ArQuives will hire a consultant to review the collection as it is now to understand gaps and underserved communities. The results of the review will be made public on our website.
17.	Creation of a Collection Development Plan	Complete	A Collection Development Plan was created to ensure transparent collection practices and articulate the goals of The ArQuives. The Plan

			was approved by the board in December 2022 and will be available on our website. Updates will be available in the Annual Report.
18.	Update The ArQuives' AcQuisition Policy	Complete	An updated AcQuisitions policy was approved by the board in November 2022. These changes were based on the recommendations of the Collections Review. The updated policy is available on our website.
19.	Create a Staff Recruitment and Retention Plan	In Process	Create a Staff Recruitment and Retention Plan to encourage diversity and inclusion amongst staff members.
20.	Create a Volunteer Recruitment and Retention Plan.	Not started	Create a Volunteer Recruitment and Retention Plan to encourage diversity and inclusion among volunteers, including the Board of Directors.
21.	Create a Community Outreach Plan	Not started	Creation of a Community Outreach Plan for encouraging and fostering relationships with LGBTQ+ communities.