

## **Race Equity and Diversity Action Plan**

**Touchstone Theatre**

**Created: September 2024**

### **Preamble**

It is widely understood that systemic discrimination exists in Canada, intentionally aimed at IBPOC and LGBTQIA2S+ individuals, as well as those living with a disability. The colonial institutions which our country is built on were designed to erase identities, voices, as well as practices which do not align with colonial standards. At Touchstone, our goal is to be part of a force which seeks to dismantle these systemic inequalities.

This policy is designed to help us craft the future we want to see by opening up dialogue around sensitive issues, providing opportunities, challenging stereotypes, honoring people's lived experience and intersectionalities, and addressing discrimination head-on. We want all of our artists, staff, and associates to have access to an environment where they can grow, develop, and do their best work free from the barriers often faced by people who are categorized as "other" by the dominant paradigm.

As we are constantly learning, growing, and responding to the evolving needs of our community- this will be a living document which receives regular updates. If you have any feedback about what you see in this document, or other thoughts you'd like us to hear, please feel free to reach out to Touchstone's General Manager, Libby Willoughby, via email at [gm@touchstonetheatre.com](mailto:gm@touchstonetheatre.com). We are always happy to connect with you.

### **Contents**

This action plan lays out several actions/goals that Touchstone Theatre will work toward in the coming two years. Included in the breakdown of each year's actions (if applicable) are: key objectives, component tasks, responsible personnel, as well as

any success criteria for each action. As part of this plan, we have prioritized what we feel are the most pressing objectives, but we acknowledge that there is always more work to do.

The contents of this action plan come from several places:

- Our inclusivity/diversity statement
- Findings from an internal audit of our policies, procedures, productions, and personnel
- Our updated strategic plan
- Articulated community need

**Year 1: 2024/25**

Objective	Success Criteria	People	Timescale Component Tasks
Create a "first day of rehearsal" letter	Language in the letter reflects current best practices  Contents of the letter are in line with the current needs and priorities of our community	General Manager	Prior to the start of our programming for the season  GM to research policies at other arts organizations to ensure we are in line with current industry standards  After review by our board of directors is complete, provide honorariums to community members from historically excluded

			communities to have them review the document and offer feedback
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Indigenous Cultural Perspectives Training	Knowledge developed in the course used to develop a more comprehensive Cultural Safety plan for Indigenous communities related to their engagement with our work	Artistic Director, General Manager, and Board Members	Next 12 months, as training is offered. Cultural Safety plan to be developed in collaboration with community members, may take more time depending on availability	Staff to determine which of the available trainings serves their needs and the needs of their community best prior to registering
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<p>Board development with an emphasis on board diversity</p>	<p>The overall makeup of the board of directors more closely resembles the diversity of our community</p> <p>Our board currently has strong AAPI and Queer representation, but we are always seeking to add more perspectives</p>	<p>Artistic Director, General Manager &amp; Board of Directors</p>	<p>Board recruitment is an ongoing process; however, we are hoping to have at least 2 new members by our 2026 AGM</p> <p>Crafting an open call that encourages folks from underrepresented backgrounds to reach out</p> <p>Direct recruitment strategies</p> <p>Consulting with board recruitment experts</p>
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**Year 2: 2025/26**

Objective	Success Criteria	People Timescale Component Tasks
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<p>Review all HR policies with an emphasis on anti-racism and inclusion</p> <p>*last review completed in 2024, goal to complete every two years</p> <p>Put together a safety policy for trans and nonbinary Artists</p>	<p>Thorough review of all polices, resulting in revisions as necessary</p> <p>Positive community feedback</p> <p>Implementat io n of a workplace safety plan which specifically speaks to the needs of trans and nonbinary artists</p> <p>In the past, our various EDI policies and procedures have felt</p>	<p>General Manager</p> <p>Board of Directors</p> <p>General Manager</p> <p>External consultant</p>	<p>Completion by July 2026</p> <p>Completion by July 2026</p>	<p>Internal audit of HR policies</p> <p>Collect feedback from community</p> <p>Consultation with experts and community members as needed</p> <p>Research existing policies</p> <p>Identify best practices</p> <p>Complete a draft for review by an external consultant</p>
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		<p>(community member)</p> <p>Make edits, have final draft</p>
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	<p>sufficient in this area. But with the rise of anti-trans legislation happening in our country, we feel it is important to solidify our stance as a company to support the trans artists in our community</p>	<p>approved by the board</p>
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<p>Attend anti-racist theatre course to ensure staff are aware of current best practices</p>	<p>Course completed, notes stored for future reference</p>	<p>General  Manager</p>	<p>By July 2026, as training is offered</p>	<p>Register for training, dates not yet announced.</p> <p>NOTE: The specific training we'd like to attend has been on hold the past couple years. If it is not offered again by the time this plan expires, a new course will be found.</p>
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