



Region of Queens Municipality Inclusion Queens (IQ) Advisory Committee

April 9th, 2026

Council Chambers

MINUTES

Present:

Mayor Scott Christian, Chair

Paul Wood, Vice Chair

Holly McConnell, Staff Liaison

Carrie Thorpe, Public Member

Regrets:

Carley Mullally, Public Member

Connor MacQuarrie, Public Member

Kate Wong, Recording Secretary

1. Call to Order

The meeting was called to order at 6:42 p.m. The Chair acknowledged that the meeting was taking place in Mi'kma'ki, the traditional unceded territory of the Mi'kmaq People, noting all present are Treaty people.

2. Approval of Agenda

The Committee agreed to add the following items under Roundtable:

- Small Grant Program
- Special Purpose Flagpole

Moved by Paul Wood, seconded by Carrie Thorpe

THAT the Inclusion Queens Advisory Committee approve the agenda for April 9, 2026, as amended.

MOTION CARRIED

3. Approval of Minutes

Moved by Paul Wood, seconded by Carrie Thorpe:

THAT the Inclusion Queens Advisory Committee add “Approval of Minutes” to the agenda.

MOTION CARRIED.

A correction was identified to replace “Trans Day of Remembrance” with “Trans Day of Visibility.” In the March 12th, 2026 Minutes

Moved by Paul Wood, seconded by Carrie Thorpe:

THAT the Inclusion Queens Advisory Committee adopt the March 12, 2026 minutes as revised.

MOTION CARRIED.

4. Action Plan

The Committee reviewed updates to the *Dismantling Discrimination and Hate: Creating a Culture of Inclusion 2025–2030 Action Plan*. Feedback received from the Province, including the Office of Equity and Anti-Racism, was incorporated to strengthen clarity and provide additional detail.

Updates included:

- Enhanced language and examples
- Clarification of engagement approaches
- Inclusion of actions related to the employment lifecycle
- Addition of a short-term commitment to develop a Reconciliation Action Plan

The Committee expressed support for the revisions.

Moved by Carrie Thorpe, seconded by Paul Wood:

THAT the Inclusion Queens Advisory Committee recommend that Council adopt the *Dismantling Discrimination and Hate: Creating a Culture of Inclusion 2025–2030 Action Plan*.

MOTION CARRIED

5. Terms of Reference

The Committee reviewed the draft Terms of Reference and discussed updates to clarify mandate and responsibilities.

Following discussion, revisions were made to:

- Clarify the Committee's role in administering and recommending funding through a Small Grant Program
- Reposition Small Grant Program responsibilities under Community Engagement
- Add provisions for hybrid meeting participation
- Add provisions for electronic voting at the discretion of the Chair

Moved by Paul Wood, seconded by Carrie Thorpe:

THAT the Inclusion Queens Advisory Committee rescind the previous motion to adopt the Terms of Reference, and recommend that Council adopt the Terms of Reference as revised.

MOTION CARRIED

6. Roundtable

6.1 Small Grant Program

The Committee discussed reactivation of the Small Grant Program under the new advisory structure.

Discussion included:

- Transitioning to a monthly application and review cycle
- Aligning application deadlines with Committee and Council meeting schedules
- Reviewing applications at Committee meetings and recommending funding to Council
- Streamlining staff reporting requirements

It was noted that program documentation requires updating to reflect the Inclusion Queens Advisory Committee structure and prior Committee direction.

Staff will update the Small Grant Program guidelines and application materials and circulate to the Committee for review in advance of implementation.

It was further noted that program launch is contingent upon Council approval of the Terms of Reference, with anticipated implementation in the coming months.

6.2 Special Purpose Flagpole

The Committee discussed the Special Purpose Flagpole process.

It was noted that:

- Requests must be submitted a minimum of four weeks in advance

- Certain flags, including Pride and Transgender Awareness Week, are scheduled in advance
- Transgender Day of Visibility has been incorporated into future annual scheduling
- A list of approved flag raisings is maintained and can be shared with the Committee

7. Next Meeting

The next meeting of the Inclusion Queens Advisory Committee is scheduled for May 14, 2026 at 6:30 p.m.

8. Adjournment

The meeting was adjourned at 7:44 p.m.