



Region of Queens Municipality - Inclusion Queens Committee Meeting

Thursday, May 14, 2026

6:00 p.m.

Present:

Mayor Scott Christian, Chair

Carley Mullally, Public Member

Carrie Thorpe, Public Member

Paul Wood, Public Member

Absent:

Kate Wong

Holly McConnell

1.0 Call to Order

Mayor Christian called the meeting to order at 6:41 p.m.

2.0 Roll call

Quorum was confirmed.

3.0 Approval of May 14th Agenda.

Moved by Carrie Thorpe, seconded by Paul Wood;

THAT the May 14, 2026 Inclusion Queens Committee agenda be approved as circulated.

MOTION CARRIED.

4.0 Approval of Minutes

Moved by Paul Wood, seconded by Carrie Morrison;

THAT the minutes of the April 9, 2026 Inclusion Queens Committee meeting be approved as circulated.

MOTION CARRIED.

5.0 New Application

Mayor Christian advised the Committee that Connor had resigned from the Inclusion Queens Committee due to other commitments and extended well wishes on behalf of the Committee.

The Committee reviewed an application submitted by Lori Franzen for appointment to the Inclusion Queens Committee as a community member. Members discussed Lori Franzen's community involvement and noted that additional community representation on the Committee would be beneficial. Mayor Christian advised that appointments to committees are ultimately approved by Council during Closed Session.

Moved by Paul Wood, seconded by Carley Mullally;

THAT the Inclusion Queens Committee recommend to Council the appointment of Lori Franzen as a community member of the Inclusion Queens Committee.

MOTION CARRIED.

Mayor Christian also advised the Committee that Council had formally approved the Inclusion Queens Terms of Reference and accepted the Creating

a Culture of Inclusion Plan without amendment. As part of the approved Terms of Reference, the Committee now has the authority to make recommendations related to the Small Grant Program.

6.0 Small Grant Application Review

The Committee reviewed the revised Inclusion Queens Small Grant Program application package. Members discussed updates made to the previous Diversity, Inclusion, Equity and Accessibility (DIEA) Small Grant Program documents, including revisions to language, eligibility criteria, and application timelines.

Discussion also took place regarding administration of the grant program, promotional opportunities, and the use of the Diversity@regionofqueens.com email account for applications and inquiries until the Inclusion and Accessibility Coordinator position is filled.

The Committee discussed the reporting requirement for grant recipients and agreed that the wording “submit a report” may create a barrier for some applicants. Members agreed the language should instead reference completion of an evaluation questionnaire following funded events or projects.

Members further discussed promotion of the grant program through municipal social media channels and partner organizations, and suggested highlighting that the diversity grants are once again available.

Moved by Carley Mullally, seconded by Paul Wood;

THAT the Inclusion Queens Small Grant Program application package be finalized as amended,

and THAT staff promote the program as discussed.

MOTION CARRIED.

7.0 Committee Date Change Discussion

The Committee discussed the current meeting schedule and the need to allow sufficient time for review of Small Grant applications and preparation of recommendations for Council consideration.

Mayor Christian presented options for adjusting the meeting schedule and recommended moving meetings to the first Thursday of each month to better align with Council reporting deadlines. Members discussed potential scheduling conflicts, meeting locations, and accessibility considerations.

The Committee agreed to maintain Thursday meetings at 6:30 p.m., with the first Thursday of each month becoming the regular meeting date moving forward. Members also discussed using Council Chambers as the primary meeting location, with Queens Place Emera Centre boardroom space as a potential alternate location if required.

During discussion, members also expressed a preference to minimize extensive email discussions between meetings where possible and to instead address non-urgent matters during scheduled meetings for clarity and efficiency.

Moved by Scott Christian, seconded by Carley Mullally;

THAT Inclusion Queens Committee meetings be scheduled for 6:30 p.m. on the first Thursday of each month moving forward.

MOTION CARRIED.

8.0 Adjournment

The meeting adjourned at 7:07 p.m.