



## **Terms of Reference**

### **Inclusion Queens Advisory Committee**

### **Region of Queens Municipality**

#### **1. Background and Legislative Context**

Region of Queens Municipality (the "Municipality") is a prescribed public sector body under Nova Scotia's *Dismantling Racism and Hate Act*. As such, the Municipality is required to create, implement and regularly update a plan to address systemic hate, inequity, racism and discrimination.

The Inclusion Queens Advisory Committee ("the Committee") is established by Council as a Committee of Council to support this legislative mandate by providing sustained advice, community partnership, and accountability to advance equity, inclusion, anti-racism and anti-hate initiatives across the Municipality.

#### **2. Name**

The name of the committee is the Inclusion Queens Advisory Committee (IQ Committee).

#### **3. Purpose**

The purpose of the Committee is to advise Municipal Council on actions, policies and initiatives that advance equity, inclusion, anti-racism and anti-hate objectives. The Committee will support the development of inclusive programs and services, promote community learning and help foster a welcoming, safe and diverse Region of Queens.

#### **4. Mandate and Responsibilities**

##### **1. Equity, Anti-Racism and Diversity Planning**

- Provide strategic advice on the development, implementation and updating of the Municipality's Equity, Anti-Racism and Diversity Plan.
- Recommend focus areas, goals, priority actions and emerging needs.
- Support meaningful engagement with underrepresented, marginalized and underserved communities.

##### **2. Policy, Programs, and Services**

- Review and advise on the equity and diversity that impacts of municipal decisions.

- Identify systemic barriers and recommend changes to policies, practices, programs and service delivery.
- Encourage the application of equity impact assessments in municipal decision-making.

### **3. Education, Training, and Culture Change**

- Recommend internal training and learning opportunities for staff and Council related to equity, anti-racism, accessibility, reconciliation and cultural safety.
- Support or initiate public education initiatives that promote inclusion and belonging.

### **4. Community Engagement and Voice**

- Engage and amplify the voices of marginalized communities.
- Provide safe, accessible and culturally respectful forums for sharing lived experiences and perspectives.
- Support and host community events, campaigns and awareness activities.
- Administer a Small Grant Program and recommend funding and approval to Council in a timely manner.
- Deploy an Equity, Diversity, Anti-Racism, Inclusion community survey to remain active on a continual basis to regularly understand the diversity, anti-racism and inclusion strengths and challenges in the community.
- Identify relevant grants to assist in affecting culture change.

### **5. Monitoring, Data, and Reporting**

- Review Equity, Diversity, Anti-Racism and Inclusion survey results quarterly.
- Review indicators and data related to equity, anti-racism, inclusion and belonging.
- Provide input into public reporting and evaluation of municipal progress.

### **6. Collaboration and Alignment**

- Collaborate with other committees, community groups and government partners to align activities and strengthen collective impact.
- Monitor best practices, emerging provincial/national initiatives and legislative changes.

## **5. Authority**

The Committee is advisory only and does not have decision-making or spending authority, except as may be specifically delegated by Council.

## **6. Composition and Membership**

### **1. Voting Members**

- One (1) member of Council (Mayor or Council designate)
- Up to ten (10) community members appointed by Council, with priority given to individuals:
  - from equity-deserving or marginalized communities
  - with lived or professional experience related to equity, inclusion, accessibility, anti-racism or anti-hate work

### **2. Non-Voting Members**

- Accessibility and Inclusion Coordinator (Staff Lead)
- Director of People and Culture (Staff Lead Backup)
- Additional resource staff as identified by the CAO

### **3. Member Qualifications**

Members should:

- Bring lived experience or strong connections to marginalized communities
- Demonstrate an open and collaborative mindset
- Support equity, inclusion and anti-racism principles
- Be willing to participate in respectful, trauma-informed dialogue
- Attend meetings regularly
- Participate actively in discussions and decision making
- Contribute to the development of annual priorities and initiatives

## **7. Appointments and Terms**

Members are appointed by Council, normally for two-year terms. Members may be reappointed, typically for no more than two consecutive terms.

## **8. Chair and Vice-Chair**

The Chair will be elected annually by the Committee from among the voting members. A Vice-Chair may also be elected to act in the Chair's absence.

## **9. Meetings**

Regular meetings are held on the second Thursday of each month at 6:30 pm. Meetings can take place in Council Chambers as an online meeting or a hybrid meeting with attendees being in person and online.

## **10. Quorum and Voting**

Quorum shall be a majority of the appointed voting members. Decisions will be made by consensus where possible, otherwise by majority vote. At the discretion of the Chair, a business item can be voted on via email.

## **11. Trauma-Informed and Culturally Safe Practice**

The Committee will operate using trauma-informed, culturally safe, anti-oppressive and respectful practices. Members will strive to create accessible spaces, honour lived experience and engage in dialogue that supports psychological safety and community trust.

## **12. Staff Support**

The Accessibility and Inclusion Coordinator will serve as primary staff liaison to the Committee.

## **13. Reporting Relationship**

The Committee reports to Municipal Council, providing minutes and at least one annual summary report.

## **14. Code of Conduct and Conflict of Interest**

Members will adhere to applicable municipal policies and codes of conduct and declare conflicts of interest when appropriate.

## **15. Evaluation and Review**

These Terms of Reference will be reviewed at least once every three years, or sooner if required by legislative changes or updates to the Municipality's Equity, Anti-Racism and Diversity Plan. The review will be led by the Accessibility and Inclusion Coordinator in consultation with the Committee.