



Region of Queens Municipality Inclusion Queens Committee Meeting
Thursday, March 12, 2026
6:30 p.m.

MINUTES

Present:

Scott Christian, Chair

Paul Wood, Vice Chair

Carrie Thorpe, Public Member

Carley Mullally, Public Member

Holly McConnell, Staff Liaison

Kate Wong, Recording Secretary

Regrets:

Connor McQuarrie, Public Member

1. Call to Order

Chair Scott Christian called the meeting to order at 6:30 p.m. and acknowledged that the meeting was taking place in Mi'kma'ki, the traditional and unceded territory of the Mi'kmaq people.

2. Approval of Agenda

Moved by Paul Wood, seconded by Carrie Thorpe;

THAT the Inclusion Queens Advisory Committee approve the March 12th, 2026 agenda as amended to include the adoption of the February 12th 2026 minutes.

MOTION CARRIED, unanimously.

3. Adoption of the Minutes

Moved by Carrie Thorpe, seconded by Scott Christian;

THAT the Inclusion Queens Advisory Committee adopt the minutes of the February 12th, 2026 meeting.

MOTION CARRIED, unanimously.

3. Action Team versus Advisory Committee

The Chair provided background on the difference between an Action Team and an Advisory Committee within the municipal governance structure.

Committee discussion reviewed the implications of each structure.

Key distinctions discussed included:

Action Team

- May receive delegated authority from Council
- May make certain operational decisions
- Typically operates as a working group
- Does not include Council members
- Usually receives limited staff support

Advisory Committee

- Provides advice and recommendations to Council
- Decisions remain subject to Council approval
- Includes Council representation
- Receives staff support

Committee members discussed administration of the Inclusion Queens Small Grants Program, including review timelines and the process for bringing funding recommendations forward to Council.

Moved by Paul Wood, seconded by Carrie Thorpe;

THAT the Inclusion Queens Advisory Committee's Small Grants Program be administered through monthly review of applications, with recommendations brought forward to Council for approval prior to distribution of funds.

MOTION CARRIED, unanimously.

Moved by Paul Wood, seconded by Carley Mullally;

THAT the Inclusion Queens Advisory Committee remain structured as an Advisory Committee.

MOTION CARRIED, unanimously.

4. Feedback on Previous Action Plan

Committee members reviewed the recommendations contained within the "Creating a Culture of Inclusion – Dismantling Discrimination and Hate" Action Plan.

The Committee discussed the status of recommendations and whether items should remain In Progress, be categorized as Short Term or Medium Term, or be removed from the plan.

Discussion focused on ensuring that recommendations aligned with the committee's anti-racism and inclusion mandate.

Committee members also discussed several wording changes to ensure consistent terminology and clearer alignment with municipal responsibilities.

Key Discussion Topics

Accessibility and Inclusion Coordinator

Committee members discussed the anticipated role of the Accessibility and Inclusion Coordinator, who will lead implementation of the action plan and serve as the staff lead for the committee.

The committee's role will primarily focus on monitoring progress and providing advisory support.

Human Resources Policies and Hiring Practices

Committee members discussed the need to update human resources hiring policies and practices to incorporate an anti-racism and inclusion lens.

Staff advised that HR policies are currently under review and that hiring processes already incorporate objective scoring matrices to support fair and equitable recruitment.

Committee members discussed providing training for hiring managers to ensure hiring practices remain consistent and equitable.

Inclusive Documentation

Committee members reviewed language related to updating municipal documentation.

Committee members agreed that references to accessibility standards should be removed from this recommendation, as accessibility compliance falls within the mandate of the Accessibility Advisory Committee.

Committee members supported revised wording:

Review and update municipal documentation to ensure language is culturally responsive and gender inclusive.

Community Partnerships

Committee members discussed continued development of partnerships with community organizations.

Committee members emphasized the importance of strengthening relationships with community organizations and service providers in order to support education and community engagement.

Reconciliation Action Plan

Committee members discussed the importance of strengthening relationships with Wasoqopa'q First Nation and the Native Council of Nova Scotia.

Committee members supported including a recommendation to develop a Reconciliation Action Plan in collaboration with Indigenous partners.

Community Survey

Inclusion Queens Small Grants Program

Committee members discussed administration of the Inclusion Queens Small Grants Program, including the process for reviewing applications and bringing recommendations forward to Council.

Committee members noted that the program is intended to support community initiatives that promote inclusion, diversity, and anti-racism within the Region of Queens Municipality.

Discussion included the possibility of reviewing applications monthly, with recommendations brought forward to Council as part of regular reporting cycles.

Committee members agreed that while the Inclusion Queens Committee may review applications and make recommendations, funding decisions remain subject to Council approval.

The committee will therefore serve as the evaluation body for grant applications, with recommendations forwarded to Council prior to funds being distributed.

Committee members noted that this approach aligns with the committee's Advisory Committee structure, ensuring that Council retains final decision-making authority while allowing the committee to play an active role in supporting community initiatives.

5. Action Plan Recommendation Categorization

Committee members reviewed the recommendation sections categorized as:

- **In Progress (1–11)**
- **Short Term (1–13)**
- **Medium Term (1–7)**
- **Long Term (1–5)**

Each recommendation was reviewed and the following changes were confirmed.

In Progress (1–11)

The Committee confirmed the following updates:

- Recommendation 1 – Removed from the plan
- Recommendation 2 – Remains **In Progress**, with language added to include allocation of funds for the **Inclusion Queens Small Grants Program**
- Recommendation 3 – Reclassified to **Short Term**
- Recommendation 4 – Remains **In Progress**
- Recommendation 5 – Remains **In Progress**
- Recommendation 6 – Reclassified to **Short Term**
- Recommendations 7–10 – Removed from the plan
- Recommendation 11 – Reclassified to **Short Term** and revised

Committee members further directed that a **new item be added to the In Progress section** to reflect administration of a **community survey** to gather information related to inclusion and anti-racism initiatives.

Short Term (1–13)

The Committee confirmed the following revisions:

- Recommendation 1 – Remains **Short Term**
- Recommendation 2 – Removed from the plan
- Recommendation 3 – Reclassified to **In Progress**
- Recommendation 4 – Remains **Short Term**
- Recommendation 5 – Remains **Short Term**
- Recommendation 6 – Removed from the plan
- Recommendations 7 and 8 – Reclassified to **In Progress**
- Recommendation 9 – Revised to incorporate elements of Recommendation 10
- Recommendation 10 – Removed as a standalone item and incorporated into Recommendation 9
- Recommendation 11 – Removed from the plan
- Recommendation 12 – Reclassified to **In Progress**
- Recommendation 13 – Remains **Short Term**

Medium Term (1–7)

The Committee confirmed the following revisions:

- Recommendation 1 – Remains **Medium Term**
- Recommendation 2 – Removed from the plan
- Recommendation 3 – Reclassified to **In Progress**
- Recommendation 4 – Removed from the plan
- Recommendation 5 – Reclassified to **Short Term**
- Recommendation 6 – Reclassified to **In Progress**
- Recommendation 7 – Retained with revised wording to reflect **continued community engagement**

Long Term (1–5)

Committee members agreed that all Long-Term recommendations remain in place, with revisions to ensure language reflects the committee's anti-racism mandate and with removal of references to housing-related initiatives that fall outside the committee's scope.

Next Steps

Staff will revise the action plan recommendations based on the committee's direction and circulate an updated draft to committee members for review prior to submission to the Province.

6. Terms of Reference

Staff advised that a draft update of the committee Terms of Reference had been prepared.

The draft reflects:

- the updated committee name Inclusion Queens
- continuation of the Advisory Committee structure

Committee members noted that the Terms of Reference should also reference:

- monitoring the Dismantling Discrimination and Hate Action Plan
- administration of the community survey
- oversight of the Inclusion Queens Small Grants Program

Staff will revise the Terms of Reference and circulate an updated draft for review.

7. Roundtable

Committee members discussed upcoming days of recognition.

Committee members noted that Trans Day of Remembrance occurs prior to the next scheduled meeting.

Committee members discussed the possibility of recognizing the day through municipal communications and the special purpose flagpole.

Moved by Carley Mullally, seconded by Paul Wood;

THAT the Inclusion Queens Advisory Committee recommend to the Council of the Region of Queens to direct staff to review the municipality's list of recognized observances to determine whether Trans Day of Remembrance is included and provide recommendations regarding future recognition.

MOTION CARRIED, unanimously.

8. Next Meeting Date

The next meeting of the Inclusion Queens Committee will take place Thursday, April 9, 2026 at 6:30 p.m.

9. Adjournment

The meeting adjourned at **8:12 p.m**