



Region of Queens Municipality Inclusion Queens Committee Meeting

Thursday, February 12th, 2026

6:00 p.m.

Agenda

- 1.0 Call to Order**
- 2.0 Roll Call / Attendance**
- 3.0 Approval of Agenda**
- 4.0 IQ Survey**
- 5.0 Feedback on previous All Vision Action Plan (pages 16-22)**
- 6.0 Small Grant Program Feedback on Guidelines**
- 7.0 Land Acknowledgement**
- 8.0 Staff Update**
 - 8.1 Monetary ask to Council**
 - 8.2 Update from AMANS**
 - 8.3 Use of SharePoint**
- 9.0 Roundtable**
- 10.0 Next Meeting Date**
- 11.0 Adjournment**

Inclusive Queens Survey Review

Paul and Conner Feb 5 6:30pm-7:00pm

Some questionnaire items to consider for the IQ Survey. We thought it would be good to use the previous survey tool so we could contrast some of the results. However, we discussed the following changes to be put forward at the next Committee meeting:

- Keep survey tool open indefinitely?
- Yes/No - have a 'somewhat' or a Likert (4 or 5 point) scale.
- Question 8: add 'socio-economic' Instead of pick one select all that apply. Add 'come-from-away' ten.
- Question 9: instead of one, select all that apply
- New demographic question - racial identity - example of a few, but leave open ended.
- Question 10: change 'RQM' to 'Your community'
- Question 11: consolidate 'under 18'
- Question 12: add two spirit
- For all 'other' boxes, please describe

Please attach the final branded questionnaire:
Diversity and Inclusion Community Survey.docx



Thank you for taking the time to complete this survey. This survey is completely voluntary and your answers will remain anonymous and confidential.

Region of Queens Municipality Diversity and Inclusion Action Team (DIAT) is carrying out this survey to get a better understanding of the communities in the Region of Queens. With your input, DIAT will better understand some of the barriers people may face, and then be able to make recommendations for programs and services to Region of Queens Municipal Council.

Please answer openly and honestly.

1. Do you have a strong sense of belonging in your community?
 - ☐ Yes
 - ☐ No

2. What contributes or takes away from your sense of belonging? If you are comfortable, please give specific examples.

3. Do you feel like the communities in Queens County celebrate diversity and inclusion?
 - ☐ Yes
 - ☐ No

4. Why or why not? If you are comfortable, please give examples.

5. Have you ever experienced or witnessed any type of prejudice or discrimination in Region of Queens? If so, could you please give examples/situations?

6. Have you ever experienced or witnessed a particularly diverse and/or welcoming situation in Region of Queens? If so, could you please give examples/situations?
7. Do you identify as somebody at risk of discrimination? If so, and if you're comfortable, could you please tell us how you identify?
8. What type of discrimination do you feel is most prevalent in Region of Queens?
- ☐ Gender
 - ☐ Gender identity
 - ☐ Sexual orientation
 - ☐ Age
 - ☐ Skin colour
 - ☐ Culture
 - ☐ Language
 - ☐ Religion
 - ☐ Ethnicity
 - ☐ Income
 - ☐ Disability
 - ☐ Mental health
 - ☐ Country of birth
 - ☐ Ancestry
 - ☐ other

9. Where do you feel most discrimination occurs in Region of Queens?

- ☐ School
- ☐ Work
- ☐ Public facilities
- ☐ Places of worship
- ☐ When obtaining healthcare
- ☐ Stores/shopping areas
- ☐ In finding employment
- ☐ Other

10. What could Region of Queens Municipality do to support diversity and inclusion in the community?

11. What is your age?

- ☐ Under 13
- ☐ 13-18
- ☐ 19-29
- ☐ 30-39
- ☐ 40-49
- ☐ 50-59
- ☐ 60-69
- ☐ 70-79
- ☐ 80+

12. What is your gender identity?

- ☐ Female
- ☐ Male
- ☐ Transgender Male
- ☐ Transgender Female
- ☐ Non-Binary
- ☐ Choose not to disclose
- ☐ Not in list, please indicate:

Thank you again for taking the time to complete this survey. Please stay informed in DIAT news and events at <https://www.regionofqueens.com/council-governance/diversity-inclusion>

Municipal Government for All Vision Action Plan



Region of Queens Municipality

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Background

In the summer of 2020, the Region of Queens council approved *Municipal Government for All Vision Framework*. This framework emphasized the importance of diversity and inclusion as a guiding force for the development of the 53 communities in the Region of Queens.

As part of the *Municipal Government for All Vision Framework* the formation of the *Diversity and Inclusion Action Team (DIAT)* took place. The purpose of the DIAT is to provide Municipal Council with strong, impactful advice, education, and recommendations for services, while designing and implementing positive and supportive opportunities to promote and celebrate our diversity inclusion to ensure that inclusion is achievable for all. In conjunction with the DIAT, the Diversity and Inclusion Coordinator position was added to the municipality.

This Action Plan will drive action to promote diversity and inclusion in the Region of Queens by integrating the *Municipal Government for All Vision Framework* and the *DIAT* goals into municipal programs and policies. Furthermore, the Action Plan outlines how the Region of Queens Municipality strives to work with and support the community and its businesses to increase diversity and inclusion in their daily practices. Lastly, the Action Plan will set out guidelines for how the Region of Queens Municipality can work to remove systemic barriers to create a community with the full participation of everybody.

Diversity and Inclusion Action Team

It is the vision of the Diversity and Inclusion Action Team that Region of Queens be an example to other communities and municipalities of diverse and inclusive communities and local government. It is our hope that Region of Queens can set a precedent in assessing systemic and other barriers facing residents and being active in the removal of those barriers.

In achieving our vision, DIAT commits to a continued commitment to learning where barriers exist through community consultation and research, and working with communities to remove those barriers.

Another purpose of Diversity and Inclusion Action Team (DIAT) is to provide Region of Queens Municipality Council with strong and impactful advice, education, and recommendations for programs and services, while designing and implementing positive and supportive opportunities that promote and celebrate our diverse community to ensure that inclusion is achieved for all. DIAT will guide the work of a Diversity and Inclusion Coordinator as they seek to carry out the mandate of this critical and necessary community advocacy and capacity building.

Diversity and Inclusion Logo

The Queens Coast logo has become the recognizable brand of Region of Queens Municipality. With such a strong logo to represent strong communities in Queens County, it was a natural step to diversify Region of Queens Branding to include Diversity and Inclusion.



The Queens Coast Diversity and Inclusion logo seeks to recognize the diversity in Queens County and how when this diversity comes together as inclusion, it creates something beautiful. The logo is composed of several key parts that represent our communities.

The Q is taken from the original Region of Queens Municipality logo to show the Municipality's dedication to diversity and inclusion. The colours are to represent the diverse people in the Region.

Region of Queens Commitments

Region of Queens Municipality set forth a Vision Statement and Vision Framework along with several commitments in the Municipal Government for All Vision Framework Document.

Vision Statement

It is the hope that this Vision Framework will not only resonate with, but provide those specifically addressed in this Framework will not only resonate with, but provide those specifically addressed in this Framework including Indigenous people, African Nova Scotians, Agnostic, Deism and Theist and Atheist individuals, Persons with a Disability, and others not specifically identified but feeling unheard, with a feeling of individual and community belonging and sense of person, pride, and dignity.

Vision Framework

The following statements outline the intent of this Municipal Government for All Vision Framework and Region of Queens Municipality's intent in the next step of developing a Vision Strategy that not only acknowledges, but promotes and celebrates the vast presence of diversity in all 53 communities throughout Queens County.

Recognition of All Governments

The Municipality commits that when speaking about intergovernmental relationships and governance, it shall recognize that there are four levels of government: Federal, Provincial, Municipal, and Indigenous.

Courage

Members of Council commit that notwithstanding the Municipality's Communications Strategy that designates the Mayor as spokesperson for Region of Queens Municipality, it shall be the duty and responsibility of each Member of Council to speak to public issues that are contrary to this strategy that are clearly racist, prejudice, misogynistic, or harassing. These statements shall reflect personal values and not those of the Municipality.

Code of Conduct

Members of Council commit that each elected member shall be responsible to address any inappropriate remarks or actions by any Member of Council with that specific Member of Council. Should resolution not be forthcoming, then the complaint shall be forwarded to the Mayor, or in the case of complaints against the Mayor to the Deputy Mayor. Any inappropriate remarks or actions by any member of staff shall be reported to the Chief Administrative Officer. Complaints

regarding the Chief Administrative Officer shall be made to the Mayor. All such reporting shall be done in a respectful manner.

Training

The Municipality commits that within two months of being sworn into office, each municipal council member shall participate in training related to diversity and inclusion, with speakers to include as a minimum from the African Nova Scotian, Indigenous, and 2SLGBTQ+ communities

All municipal employees shall be required to participate in diversity and inclusion training within two years of the adoption of this vision statement. Thereafter, training shall be held at least once annually for all new hires during that year when possible.

Signage

The Municipality commits that no signage created, maintained, developed, installed, or endorsed by the Municipality shall show any disrespect, hatred or prejudice, towards any individual member or corporate body in our community.

Throughout Queens County, road signs exist everywhere with some named after former citizens, community names, local landmarks or at the petition of residents on a particular road. A review shall take place when concerns are raised to determine if a particular road name should be re-named when contrary to this Vision Statement. When a decision is made to re-name a road or street, consideration shall be given to contributions to the community by former residents of that area or specific road, and discussions should take place to re-name roads in Indigenous communities in the Mi'kmaw language.

Flags

The Municipality commits that when new installations of flag poles take place or current flag poles are replaced, if only two flag poles are installed, then only the Canadian and Nova Scotian flags shall be flown on those poles according to established flag protocols. Where more than two flag poles are to be erected, four flag poles must be installed and four flags must be always flown according to prescribed flag protocols. Additionally, the Municipality shall establish a new location for a central flag pole within the downtown Liverpool core to be used by groups and organizations throughout the year when requested to celebrate diversity and inclusion. Council shall support group requests to hold public flag raising ceremonies that promote diversity and inclusion.

Infrastructure

The Municipality commits that all municipal buildings shall, within a reasonable time frame, include at least one gender neutral washroom and shall be

designated as such with appropriate signage at visible heights. Additionally, all public buildings and amenities shall be upgraded with required braille signage.

The Municipality shall also designate certain buildings, spaces, or amenities that can be used by community members or organizations to express their individuality, community pride or artistic skills and abilities in a respectful and dignified way, in locations that are visible and safe to use, and throughout Queens County where possible.

A review shall be conducted of all municipal infrastructure names with a goal of ensuring that no properties owned by the Municipality have names attached to them that have inappropriate wording or when names after individuals or groups, that the individuals or groups did not participate in the past in racist, homophobic, or discriminatory practices.

Program and Service Access

The Municipality commits to undertake a review of its programs and services to ensure that they are being provided fairly and consistently with the intent of this Municipal Government for All Vision Framework, including support and access for those economically and socially disadvantaged.

Human Resource and Operational Policies

The Municipality commits to a review of all human resource and operational policies with a fairness and diversity lens to ensure all municipal policies are inclusive in both words and intent to ensure staff, residents, businesses, organizations, and visitors can openly access employment, programs, infrastructure, and services of the municipality. It is hoped that the adoption of such future policies would be shared with local businesses and organizations with recommendations that they adopt the same or similar policies and practices.

Website and Social Media

The Municipality commits that during the development of a diversity work plan, consideration shall be given to the development of criteria to be used on the Municipality's website and social media platforms in relation to diversity issues, including when and where to post designated days, weeks, months, years, decades, and other appropriate ideas or issues to promote and advance the nature and spirit of diversity.

Printed Materials

The Municipality commits that it shall endeavor to provide no printed materials that are less than 12-point font when corresponding with residents or information that is circulated to residents, and all printed business cards shall contain easily

readable colours and fonts like Arial or similar font and printed cards shall contact braille tactile embossing.

Public Art

The Municipality commits that it will establish a program where Queens County based artists can display their artwork for sale without commission in certain designated municipal properties when possible and safe to do so. Additionally, each year Council shall allocate \$2,500 to purchase local artwork for display in appropriate municipal properties and buildings or to give away as gifts from the Municipality to visiting dignitaries.

Promotion

The Municipality commits to ensuring that the importance of diversity becomes a permanent and lasting part of the Municipality's operations, and the Municipality shall develop and logo, image, graphic, motto, or other appropriate distinguishing features that will be used to clearly denote diversity in Region of Queens Municipality.

Storytelling

The Municipality commits as part of its strategy development to include a program and process for community members to video or audio record one or more personal stories, reflections, experiences, and/or provide educational support or reference materials to be culminated into a storytelling collage of Queens County's Unhidden and Open Diversity Story.

Truth and Reconciliation Commission of Canada: Calls to Action Report

Council acknowledges the serious injustices that too place in Residential Schools and other aspects of Indigenous affairs during the past centuries and accepts the 2015 Truth and Reconciliation Commission of Canada: Calls to Action Report and commits to adopting and implementing the recommendations contained therein in consultation and collaboration with Acadia First Nation as they relate to municipal governments. Within eighteen months of committing to accepting the recommendations related to Municipalities in the Truth and Reconciliation Commission of Canada Report, Council shall table a report with Acadia First Nation, Nova Scotia Office of L'nu Affairs, Indigenous Services Canada, and publicly outlining steps taken to date to carry out the intent of the recommendations.

Diversity Advisory Committee

The Municipality commits to the creation of a Diversity and Inclusion Action Team to review this Vision Framework and thereafter to develop a Diversity Strategy and resulting work plan to conduct research, prepare documents and reports, carry out consultations and engage citizens, organizations and

businesses, as well as recommending the adoption of new, or changes to existing policies, practices, and standards.

Youth

The Municipality commits that it will seek to have youth representation on the Diversity and Inclusion Action Team and pursue input from community youth on the development of a diversity work plan and the development of policies, practices, programs, events, services, infrastructure, including local educational resources that may be recommended to South Shore Regional Centre of Education for inclusion in educational curriculum.

Diversity Coordinator

The Municipality commits that upon the adoption of this framework, Council agrees to fund a new position of Diversity and Inclusion Coordinator for up to two years to create a strategy and work plan and oversee and implement all aspects of this framework, including the development of new or revised policies, present practices, and the establishment of the Diversity and Inclusion Action Team with representatives from various diversity sectors and relevant agencies.

Additionally, Council agrees to commit to provide further support for the Diversity and Inclusion Coordinator through the provision of financial support for special projects, summer student(s), meeting space, resources, creation of educational materials, newly established grant programs, et cetera, during the term of the Coordinator's employment.

Evaluation and Reporting

The Municipality commits to annually table a report outlining the actions taken to achieve the objectives set out in the approved work plan recommended by the Diversity and Inclusion Action Team and approved by the Chief Administrative Officer, as well as the planned work plan for the ensuing year. When requested by Diversity and Inclusion Action Team partners, Diversity and Inclusion Coordinator shall also present the past year's work plan results as well as the planned upcoming years' work plan to individual partner groups or agencies.

No Limitations

The Municipality commits that this policy is not meant to limit the Municipality from carrying out, instituting or providing additional programs, services, or opportunities for any resident or business in Queens County that supports or improves the purpose and intent of this framework. Similarly, this framework is not meant to be proprietary to Region of Queens Municipality and community members, businesses, or organizations are free to use, and encouraged to

adopt the strategies contained herein or expend on these initiatives and no recognition to the Municipality is required.

Diversity and Inclusion Action Team Terms of Reference

Purpose

The purpose of Diversity and Inclusion Action Team (DIAT) is to provide Municipal Council with strong impactful advice, education, and recommendations for programs and services, while designing and implementing positive and supportive opportunities to promote and celebrate our diverse community to ensure that inclusion is achieved for all. The Team will guide the work of a Diversity and Inclusion Coordinator as they seek to carry out the mandate of this critical and necessary community advocacy and capacity building. This Team must ensure that the information and authority granted to it is always used in a non-partisan, non-personal manner, and the general well-being of the community always takes precedence over any individual person or business so that the best options to support community diversity and inclusion for each and every person is realized.

Authority

Diversity and Inclusion Action Team has been granted its legal authority to advise the Municipality by virtue of being delegated this responsibility with Council's approval on August 11, 2020, of this Terms of Reference. Council's authority to establish this Team is included in Sections 9A and 24(1) of the *Municipal Government Act*.

Scope

The scope of the volunteer Diversity and Inclusion Action Team shall be to review and assess all municipal operations as they relate to diversity and inclusion for residents and businesses. The development of this initiative has been ongoing since late 2019. The Team's reporting relationship is limited to advice and recommendations to the Diversity and Inclusion Coordinator who shall bring forth recommendations to the Chief Administrative Officer or Council when applicable to do so. Specifically, the Team shall endeavour to:

1. Provide a diversity lens and recommendations to the Municipality respecting materials, social media strategies, educational training, community engagement, and other issues that are believed to support diversity and increase inclusion for all throughout Queens County.

2. Recommend areas where the Diversity and Inclusion Coordinator may undertake research and data collection respecting diversity and inclusion in the community and share this data to inform and educate the community.
3. Develop criteria and implement a small grants program for diversity and inclusion programs, services, infrastructure, and progressive ideas that allow for community education, development of resources, training, and engagement of youth and non-traditional partners.
4. In concert with the Diversity and Inclusion Coordinator, consult with provincial and federal departments and agencies such as Office of African Nova Scotia Affairs, Nova Scotia Office of Aboriginal Affairs, Nova Scotia Accessibility Directorate, and others as appropriate to keep apprised programs and services for marginalized communities.
5. Act as an information resource by providing advice and capacity building to community organizations and businesses to educate them on the importance and benefits of diversity in their organizations or businesses and facilitate the provision of diversity and inclusion training when appropriate or requested.
6. Conduct outreach with community members and groups when the Team feels community leadership is needed and the Team feels it is best positioned to be the community spokesperson on the issue, or is most appropriate to provide community education or training.
7. Provide advice and recommendations to Council respecting opportunities to advance community education about diversity and inclusion, naming of infrastructure and amenities, minimum training requirements for municipal staff and Council, ways to include more diversity and inclusion in programs, services, and infrastructure, ensuring a respectful and equitable community for all to live and work.
8. Assisting disadvantaged or marginalized members of our community navigating programs and services to support their individual needs to ensure they can access timely and relevant supports.
9. Guide the work of the Diversity and Inclusion Coordinator to ensure community priorities are acted upon and annual work plans as approved by the Chief Administrative Officer are completed and implemented.
10. Assist the Diversity and Inclusion Coordinator with organizing meetings, conducting research, preparing reports, overseeing grant promotion and approvals process, liaising with community groups, business and Council, and leading by example.

Reporting Relationship

Diversity and Inclusion Action Team shall be accountable directly to Council of Region of Queens Municipality and the Team Leader indirectly to the Chief Administrative Officer for operational and administrative support.

Role of Team Leader

The Team Leader is ultimately responsible for organizing, chairing and facilitating all meetings. The Team Leader will also ensure that appropriate research, directions and recommendations are given to the Team, including the provision for review of work plans, policy directions, strategies, financial commitments, research and data collection, as well as all other items incidental to the effective operation and management of the Team while ensuring that the Team does not vary from its diversity and inclusion focus.

Role of Alternate Team Leader

An Alternate Team Leader shall be appointed and act in the place of the Team Leader during absences, unavailability, or conflicts of interest of the Team Leader.

Role of Action Team Member

Team Members are expected to prepare for and attend all meetings of the Team unless they provide prior notice of absence to the Team Leader. Team Members are required to always act in the best interest of the community generally and set aside personal beliefs and business interests at all times because they will conflict with the objectives and strategic directions of the Team. Team Members may seek or provide information to the Diversity and Inclusion Coordinator, but shall not direct the Coordinator.

Role of Diversity and Inclusion Coordinator

Diversity and Inclusion Coordinator shall act as a staff resource to Diversity and Inclusion Action Team. This person shall lead the research and report writing aspect of the Team's work to ensure the Team has the most accurate information upon which to make a decision or make recommendations to the Chief Administrative Officer or Council. The Team shall work with the Diversity and Inclusion Coordinator respecting policy implementation and required research, while adhering to budget limitations. Diversity and Inclusion Coordinator shall act as non-voting resource to the Team.

Membership

Membership on Diversity and Inclusion Action Team shall include up to ten (10) non-municipal members of the public who are residents of Queens County, duly appointed by Council pursuant to Section 24 of the *Municipal Government Act* for a three-year term. Members appointed to this Team should have a clear background as a member of a marginalized community or a clear link to such, possess an open and positive mindset, be passionate about diversity and inclusion and understand the importance of such, be willing to undertake difficult discussions, understands the importance of education to reduce

mistreatment of persons, and be comfortable talking about the importance of diversity and inclusion. Any resignation shall be tendered in writing to the Team Leader. Subsequently a replacement will be sought through the normal recruitment process to fill the remaining term of office. Any member who misses three meetings in any one fiscal year shall be deemed to be no longer a member of the Team. A Team Leader and Alternate Team Leader shall be elected at the first meeting of the Team by a majority vote of the members and shall continue to hold office until replaced.

Duration of Mandate

Diversity and Inclusion Action Team membership terms shall begin on October 1, 2020 and shall be for a term of three years. On September 30, 2023, all membership on the Team shall expire. Members are eligible for re-appointment effective October 1, 2023.

Frequency of Meetings

Meetings of Diversity and Inclusion Action Team shall be held on such day as the Team decides at the first meeting of the Team, with such meetings taking place at the same time agreed to by the Team monthly. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Team and prior notification is provided to the public. Diversity and Inclusion Action Team shall hold an annual meeting in September of each year where an election of chairperson for the ensuing year shall take place.

Quorum Requirements

No decisions may be made at any Diversity and Inclusion Action Team meeting unless a quorum of a majority of the current members of the Team is present in person.

Agenda, Minutes and Resolutions

Minutes, advice, and recommendations of Diversity and Inclusion Action Team shall be provided to each member of the Team within a reasonable time after the conclusion of such meeting. Diversity and Inclusion Coordinator will endeavour to provide each member of the Team with the agenda and required supporting documentation at least four days prior to every meeting.

Conflict of Interest

It is expected that all members of Diversity and Inclusion Action Team will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Team and refraining from

taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Team Leader to ask Council to remove that member and appoint another member in their stead. If the breach is by the Team Leader, this shall be reported to Council by the Alternate Team Leader. Diversity and Inclusion Action Team will conduct its business in accordance with the Municipality's Code of Conduct Policy.

Resources

Diversity and Inclusion Action Team shall have access to the Diversity and Inclusion Coordinator and other appropriate municipal staff as authorized by the Chief Administrative Officer, to undertake the required research it needs in order to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for the Team shall be made by the Team through the Team Leader to Council, on an as needed basis. The Team will have access to all documents and records of the Municipality that are publicly available and within its purview when requested and subject to confidentiality when noted.

Decision Making Process

All decisions of Diversity and Inclusion Action Team shall be made by majority vote of Team members present and eligible to vote. Where a majority is not forthcoming, the vote shall be determined in the negative. All decisions of the Team will be made without undue influence or biased decision-making favouring any Team member's personal or financial interests, or that of family members or close friends.

Confidentiality

All meetings of Diversity and Inclusion Action Team are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Team. Information and reports of the Team shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from Diversity and Inclusion Action Team's work and activities shall come solely from the Team Leader or their designate. It is expected that all decisions of the Team will be supported by all members of the Team upon ratification. This does not limit the ability of an individual member from speaking freely with the media, but in all

such cases the individual committee member should be clear that it is their personal opinion and not that of Diversity and Inclusion Action Team.

Reporting

Annually, the Diversity and Inclusion Action Team shall provide a written report to Council.

Responsibilities

Diversity and Inclusion Action Team shall be responsible for developing critical and measurable success factors of the Team through its associated research and annual work plan, including regularly evaluating its programs and services against these criteria. The Team is expected to make timely decisions and give solid advocacy and capacity building advice to the Diversity and Inclusion Coordinator that are in the best interests of all residents without exception.

Approved by Council: August 11, 2020

Roles and Responsibilities

Diversity and Inclusion is the responsibility of each one of us. Within Region of Queens Municipality, it is crucial that the creation and maintenance of a Culture of Inclusion is integrated in all business units, departments, and Council. A diverse Region of Queens is one where we all have a role to play and are able to access the tools we need to play it.

Beyond the collective goals in creating and maintaining a Culture of Inclusion, different individual players and groups with Region of Queens Municipality play various roles in the path to achieving these goals.

Individual/Group	Roles
Region of Queens Council	• Acknowledge that intergovernmental relationships recognize four levels of government: Federal, Provincial, Municipal, and Indigenous • Speak to public issues contrary of this framework that are clearly discriminatory in accordance with municipal policy • Be responsible for addressing any inappropriate remarks or actions made by any Council Member or Mayor.

	• Commit to Diversity and Inclusion Training within two months of being sworn into office. • Hold the CAO accountable for meeting diversity and inclusion objectives • Receive regular updates on the municipalities diversity and inclusion progress toward objectives and goals.
All Staff	• Uphold the human rights of people enshrined in various legislations • Incorporate diversity and inclusion practices into everyday practices to ensure the creation and maintenance of a Culture of Inclusion • Work collaboratively with other work units to assist in specific diversity and inclusion goals • Complete the Biennial Workplace Inclusiveness Assessment • Be proactive in building awareness of diversity and inclusion issues and contribute to the removal of barriers in the workplace
CAO	• Lead accountability for diversity and inclusion at the municipal level • Receive and review reports and recommendations on Diversity and Inclusion issues
Directors	• Lead Diversity and Inclusion strategies in their work units • Work with Diversity and Inclusion Coordinator to assess and track diversity and inclusion priorities and benchmarks • Support diversity and inclusion by addressing issues of discrimination in the workplace in a timely fashion • Ensure staff are knowledgeable of diversity and inclusion initiatives as it relates to their job responsibilities
Diversity and Inclusion Action Team	• Make recommendations to the Municipality respecting materials, social media strategies, educational training, community engagement, and other issues

	• Recommend areas where the Diversity and Inclusion Coordinator may undertake research • Develop criteria and implement the Small Grants Program • Consult with other levels of government and agencies • Provide advice on capacity building to community organizations and businesses to educate the importance and benefits of diversity and inclusion • Conduct outreach with community members • Provide advice and recommendations to the Municipality on community education and inclusion initiatives • Assist members of our communities navigate programs and services • Guide the work of the Diversity and Inclusion Coordinator on community priorities • Assist the Diversity and Inclusion Coordinator in community work
Diversity and Inclusion Coordinator	• Act as staff resource for the Diversity and Inclusion Action Team • Act as staff resource for Region of Queens Municipality work units on diversity and inclusion initiatives and issues • Create and maintain the Diversity and Inclusion documentations including work plan • Facilitate roles and responsibilities in Diversity and Inclusion work plan • Review and make recommendations on policy and programs with a diversity and inclusion lens • In cooperation with DIAT and Communications Coordinator, create, implement, and maintain a communications plan to increase awareness on diversity and inclusion • Oversee the biennial Workplace Inclusiveness Assessment

- | | |
|--|--|
| | <ul style="list-style-type: none">• Create and maintain various resource materials |
|--|--|

DRAFT

Municipal Government for All Vision Action Plan

The Municipal Government for All Vision Framework laid the groundwork for what diversity and inclusion means to Region of Queens Municipality. The framework becomes action through implementation and evaluation of planned action done by all contributing parties.

The Municipal Government for All Vision Action Plan is built on four categories with several associated benchmarks/tasks:

1. Assessments and Frameworks
2. Relationship Development and Communications
3. Projects
4. Truth and Reconciliation Calls to Action

Assessments and Frameworks

The creation and implementing assessments and frameworks allows for the Diversity and Inclusion Action Team to have community focused information when creating recommendations for Municipal Council. This information received by conducting research and assessments also informs implementation plans and strategies for accomplishing our benchmarks and goals.

Output	Goal	Potential Partners	Resources	Status
Municipal Government for All Initial Framework	A foundational document that outlines the vision and mission of the Diversity and Inclusion work to be undertaken in Region of Queens Municipality	-CAO -DIAT -Council	Time	Complete
Diversity and Inclusion Action Team Terms of Reference	A guiding document that outlines the roles and responsibilities of Diversity and Inclusion Action	-CAO -DIAT	Time	Complete

	Team representatives			
Community Survey	An survey to gather feedback of community members on diversity and inclusion issues in Queens County	-DIAT -Coordinator	-Time -Budget for Ads	Data collection phase
Workplace Inclusiveness Assessment	Using the "AUMA Measuring Inclusion Tool for Municipal Governments", conduct an analysis of the inclusiveness of the Region of Queens Municipality as a workplace and service provider	-Coordinator -CAO -Council -DIAT -Directors -Staff	-Time -Printing	Tool has been reviewed by management and is being refined.
DIAT Assessment	A needs assessment of training and development of DIAT members	-Coordinator -DIAT		Ongoing and ideas can be referred at any time
Municipal Government for All Vision Action Plan	A plan to implement the vision and missions as set out in the Framework	-Coordinator -DIAT -CAO -Council -Staff	Time	Living Document
Diversity and Inclusion RQM Webpage	A webpage on the Region of Queens website dedicated to Diversity and Inclusion	-Coordinator -DIAT -Communications and Engagement Coordinator	Time	Page is live, content ongoing

Communications and Relationship Development

The work of the Diversity and Inclusion Action Team has two main foci: Region of Queens Municipality as a workplace and a service provider; and the community at large. Engaging with the community and creating relationships with businesses, non-profits, and other community organizations allows for DIAT to collaborate with, learn from, and help support these groups in their diversity and inclusion work.

Output	Goal	Potential Partners	Resources	Status
Communications and Engagement Plan	A comprehensive guiding document setting out the priorities and plans for DIAT communications	-Coordinator -DIAT -Communications and Engagement Coordinator	Staff Time	Complete
Contact List	Creation and maintenance of a DIAT community contact list	-Coordinator -Community Development Coordinator -Community Economic Development Coordinator	Staff Time	In Progress
Outreach	Various forms of active outreach to various community groups	-Coordinator -Accessibility Coordinator -Communications and Engagement Coordinator -DIAT	Time Materials Budget	Initial Stages

Projects

The initial projects for the Diversity and Inclusion Action Team came out of the Municipal Government for All Framework and the Diversity and Inclusion Coordinator position description. As time goes on, and more community engagement and assessments are completed, this list will expand.

This section outlines the tangible actions to be taken in the implementation of the Municipal Government for All Framework. In all of these roles, the Diversity and Inclusion Coordinator and the Diversity and Inclusion Action Team will play pivotal roles.

Output	Goal	Potential Partners	Resources	Status
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An inventory of resources/educational opportunities for DIAT, Municipal Staff/Council, and Community	Educational Outreach	-Community groups -Museums -Acadia First Nation -Local Employers -Volunteer Groups	-Staff Time -Budget	Ongoing
A resource book highlighting the contributions of Queens and its people to diversity and inclusion	Educational Outreach	-Community groups -Museums -Acadia First Nation -Local Employers -Volunteer Groups	-Staff Time -Budget	
A video diary of community members and action in diversity and inclusion	Educational Outreach	-Community groups -Museums -Acadia First Nation -Local Employers -Volunteer Groups	-Staff Time -Budget	
Commemoration of Special Awareness Days through various communications and events	Educational Outreach	-Community groups -Museums -Acadia First Nation -Local Employers -Volunteer Groups -Communications and Engagement Coordinator -Accessibility Coordinator	-Staff Time -Budget	Ongoing
A list of people and resources for services or processes that serve diverse communities within Queens	Community Resource	-Other governments -Community Organizations	-Staff Time	
Preparation of annual budget for DIAT and Coordinator	Finance	-Director of Corporate Services	-Staff Time	2021-2022 Budget Passed
A review and analysis of municipal policies with a diversity and inclusion lens	Municipal Policies	-Municipal Staff/Council -Other governments	-Staff and DIAT Time	Ongoing
A review and analysis of all municipal bylaws	Municipal Bylaws	-Municipal Staff/Council	-Staff and DIAT Time	

with a diversity and inclusion lens		-Other governments	-Budget	
Facilitate training of elected officials and staff	Municipal Education	-Staff and Council	-Time -Budget	Ongoing
Assist Directors and Managers in applying diversity and inclusion lens	Municipal Support	-Directors and Managers	-Time	Minimal engagement thus far
Attend meetings as required	Community Support	-Partners	-Time	Minimal engagement thus far
Immigration Strategy	Community Development	-Director of Economic Development		Initial conversations
Diversity and Inclusion Business Recognition Program	Community Development	-Accessibility Coordinator -Community and Economic Development - Businesses/Associations		Initial conversations

Truth and Reconciliation

The Truth and Reconciliation Commission Calls to Action called on all levels of government and people living in Canada to be active in the process of reconciliation of Indigenous treatment by Canadian systems and people. The Truth and Reconciliation Commission made 94 Calls to Action, and it is the commitment of Region of Queens Municipality to actively implement those Calls to Action within its jurisdiction in engagement with the Acadia First Nation and other levels of government

Call to Action	Actions Taken
3. Implement Jordan's Principle	Implemented at the Federal Level
17. Waive administrative costs for a period of 5 years on name change processes and revision of documents	Region of Queens does not charge for changes to names on documents.
23a. Increase number of Aboriginal professionals working in health care	
23b. Ensure retention of Aboriginal health care professionals	
23c. Provide competency training for all health care professionals	

40. Work with Aboriginal people to create adequately funded and accessible Aboriginal specific victim services and programs	
43. Adopt and implement United Nations Declaration of the Rights of Indigenous People	Adopted at the Federal level
47. Repudiate colonial principles and repeal policies and laws related to them	Involved in policy and bylaw review
55. Report data to National Council for Reconciliation on topics outlines in Truth and Reconciliation Commission Calls to Action	
57. Provide education to public servants on Aboriginal peoples	Self-guided learning materials have been sent. Currently researching facilitators in the area.
64. Provide funds to denominational schools to include Aboriginal spiritual curricula	One denominational school in Queens. More research needed.
75. Protections for residential school cemeteries and other burial sites	Shubenacadie was the residential school in the area. Learning more about day school program and if there is a Queens connection
76. Commemorate residential school cemeteries within outlined parameters in Truth and Reconciliation Commission Calls to Action	
77. Work with National Centre for Truth and Reconciliation to identify and collect copies of records	
87. Provide public education on Aboriginal athletes in history	
88. Ensure long term Aboriginal athlete development and growth and continued support for North American Indigenous Games	



2024-2025
Diversity and Inclusion Small Grant Program
Application Package





DIVERSITY AND INCLUSION SMALL GRANT PROGRAM GUIDELINES

Purpose

The program is meant to support and encourage not-for-profit groups with funding to develop and offer programs or services, create infrastructure, host events, or offer public awareness or educational training that has a diversity and inclusion focus. The focus can be targeted at specific individuals, groups or opportunities in general.

Specific Program Criteria

Funding for eligible not-for-profit organizations will be considered under the following criteria:

- Applicants must be Queens County based and projects must take place within Queens County or support Queens County residents.
- Applicants outside of Queens County with projects taking place in Queens County that promote diversity and inclusion in Queens County may be considered.
- Grants will be awarded up to a maximum amount of \$1,000 per application. Applications can contain more than one project idea if the ideas are complementary and targeted at the same people or groups.
- Applicants are encouraged to seek funding from *other sources* to "stack" their funding as long as the funding from other sources is not for the same specific expense. Note that if RQM supports the organisation through other funding streams, this application may not be approved.
- Applicants must provide expected levels of funding from other sources at the time of application, noting those approved or pending.
- Grant expenditure needs to occur within the fiscal year, i.e. before end of March.

Eligibility

The following can apply for a Diversity and Inclusion Small Grant:

- Any not-for-profit organization registered with the Nova Scotia Registry of Joint Stocks or an act of Nova Scotia Legislature;

OR

- Any group or individual *partnered with* a registered organization, that is starting or running diversity and inclusion programming, and whose work can be substantiated with an online presence or recognized by a member of the Diversity and Inclusion Action Team or Region of Queens staff or Council to act as a guarantor for the existence of the programming;

OR

- School groups with the support and signature of a school administrator (Principal, Vice-Principal, Guidance Counselor).

Cheques can not be made out to individuals. Incomplete applications will not be considered. All funding is subject to availability of funds.

Projects must start and end between April 1, 2024 and March 31, 2025, unless prior permission is granted from the Diversity and Inclusion Action Team.

Eligible Projects and Costs can include, but are not limited to:

- educational training and workshops to increase awareness and understanding of typically under-represented identities including LGBTQ2S+, BIPOC, and Persons with a Disability;
- festivals and events that increase awareness of, and celebrate diversity and inclusion;
- programs aimed at promoting and benefiting marginalized communities;
- infrastructure improvements, including public art that supports and encourages broader use of spaces and facilities;
- projects that will eliminate barriers to participation for all;
- promotion and marketing costs for the above; and
- material and equipment rental costs to offer the above programs and services.



Ineligible Projects and Costs include:

- projects undertaken by for-profit individuals and businesses as well as provincial or federal governments
- paving / decorative landscaping
- design fees
- administration or accounting fees
- purchase of equipment for projects, other than nominal costs
- in-kind work
- cost overruns

Application Process

All applications must be submitted to the Diversity and Inclusion Coordinator on the approved application form, the link to which is below. Applications can be submitted by

- mail
 - Diversity and Inclusion Coordinator
PO Box 1264
249 White Point Road
Liverpool NS
B0T 1K0
- Electronically
 - diversity@regionofqueens.com
 - Please include "Diversity and Inclusion Grant Application" in the subject line
- in person
 - At the Region of Queens Municipality Administrative Building, 249 White Point Road, Liverpool NS

Alternate formats are accepted, such as audio or video application in lieu of a print application as long as the lead organization can confirm the project in writing.

Approval Process

Applications are considered on a first come, first served, ongoing basis by the DIAT members.

All Applicants should expect a response within thirty (30) days of receipt of a fully completed application. Once an offer of funding is approved by the Team, an applicant will be notified in writing. Full payment will be made shortly after approval.

Promotion of Approved Projects

All promotion and advertising of approved projects by an Applicant must acknowledge the financial contribution of the Diversity and Inclusion Action Team of Region of Queens Municipality in an appropriate and ongoing way.

Required Claim Documentation

All approved applications seeking reimbursement for funding must submit proof of costs incurred along with a corresponding reconciliation with the requisite matching part of the approved application.

Once the project is completed, the applicant must submit a brief report, alternate formats accepted, outlining the activities carried out and complete the attached survey to describe the impact, and whether goals were achieved. An online version of the survey is available upon request.

Photos are appreciated, whereas no faces or names need be shown.



DIVERSITY AND INCLUSION

2024-2025 SMALL GRANT PROGRAM APPLICATION FORM

Project Title:

Applicants Name:

Payable to:

Mailing Address:

Phone:

E-mail address:

Applicants are encouraged to note if they identify with, work on the behalf of, or advocate for any of the following diverse groups:

- | | |
|---|---|
| ☐ Indigenous | ☐ Person with a Disability |
| ☐ African Nova Scotian | ☐ Religious Affiliation |
| ☐ LGBTQ2S+ | ☐ Racially Visible Person |
| ☐ Youth | ☐ Other (Please specify) |

If this application is unsuccessful at this time, would you like it considered with applications in future deadlines?

☐ Yes

☐ No

Please explain your project and project details?

What are your planned start and end dates, along with important dates during the project?

What are your expected diversity and inclusion goals and impacts and how will you measure your success? Please detail what groups or individuals you will involve with your project to ensure the widest possible opportunity to include or impact marginalized groups.



How will you engage with diverse groups and promote participation in the project?

How will you communicate the support of the Diversity and Inclusion Action Team of Region of Queens Municipality?

Please provide an itemized budget for this project including any other funding streams available to you.

I confirm that this application is true to the best of my knowledge and is being submitted in accordance with the application criteria and no information that may lead to my application being deemed ineligible or inappropriate has been withheld.

Signature of Applicant:

Date:

Signature of Guarantor/Administrator:

Contact Information of Guarantor/Administrator:

Date:

OFFICE USE ONLY

Date Application Received:

Initials:

Approved: YES ☐ NO ☐

Conditions / Reasons (if any):

Planned Start Date:

Approved Amount:

Diversity and Inclusion Small Grant Program

SURVEY

Please help us understand the impact of our program funding, and how we can improve it, by filling out this short survey. An online version is [DIAT small grants Survey](#)

Total duration of project (a single event vs. a series)

Do you hope the project would be recurring (maybe annual)?

How many volunteers were involved? (you can elaborate, for example, '1 leader + 4 supports)

How many participants? (estimate or average)

Please estimate the size of audience, if applicable, to help determine the exposure of the project.

Was there media promotion? (Pls define which, ie newspaper, online, etc.)

What were the challenges?

What were the successes?

Did you reach your goals, specifically, those relating to diversity and inclusion?

Would you do it again?

How could you have a bigger impact?

What would you do with more funds?

Please submit to diversity@regionofqueens.com soon after your project has completed.

THANK YOU