



Region of Queens Municipality Inclusion Queens Committee Meeting

Thursday, May 14th, 2026

6:00 p.m.

Agenda

- 1.0 Call to Order**
- 2.0 Roll Call / Attendance**
- 3.0 Approval of May 14th Agenda**
- 4.0 Approval of Minutes**
- 5.0 New Application**
- 6.0 Small Grant Application Review**
- 7.0 Committee Date Change Discussion**
- 8.0 Adjournment**

**Region of Queens Municipality
DISMANTLING DISCRIMINATION AND HATE
COMMITTEE APPLICATION**

Applicants Name: Laurie Frandsen

Mailing Address: 20 Commercial St., PO Box 172

Civic Address: 20 Commercial St.

Port Medway, NS B0J 2T0

Phone: _____

Cell: 905-329-9186

E-mail address: lauriefrandsen@ymail.com

Applicants are encouraged to note if they identify with any of the following diverse groups:

☐ Indigenous

☐ Person with a Disability

☐ African Nova Scotian

☐ Religious Affiliation

☐ LGBTQ2S+

☐ Racially Visible Person

☐ Youth

☒ Other (Please specify) parent of a person with a disability

Please explain your reasons for applying to be a member of the Dismantling

Discrimination and Hate Committee?

The dismantling of discrimination and hate of devalued citizens is done by way of recognizing our diverse population and addressing the need for real inclusion in community. I believe that every person has a valued role to play in society and that education is the pathway to overcoming the negative stereotypes they face. For this reason I would like to apply to be a member of the Inclusion Committee for the Region of Queens.

Have you participated in any diversity training in the past five years? (If so, please explain)

No I have not.

Are you a member of a group that identifies with diversity and inclusion issues now? (If so, please explain)

At present I am not but have been a board member with Community Living Welland Pelham, Ontario.

What do you hope will be achieved by the Committee and Municipality after volunteering on this Committee for three years?

I've read the overarching goals of the committee as posted on the website and if those are still on-going I would hope for the committee to achieve success in completing some of them. Personally I have a strong desire to work with businesses to create diverse and inclusive workplaces. The more people can be seen and valued in the workplace the less they are stigmatized.

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: Laurie Lundersen Date: April 26, 2026

Submit Applications to the Municipal Clerk
clerk@regionofqueens.com

OFFICE USE ONLY

Date Application Received: _____ Initials: _____

Approved: YES ☐ NO ☐

Conditions / Reasons (if any): _____

Membership Start Date: _____ End Date: _____



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.

Option 1: If we stay the same

May 4th : application deadline

May 7th : IQ agenda goes out

May 14th : IQ Committee Meeting (approval process), if meets criteria and goes to Council

May 27th : Staff report due to Patrick (May 13th is the due date for the staff report for the May 26th meeting, so we'd miss the date)

June 9th : Goes to Council for approval

Option 2: If we move our IQ meeting date to the 1st Thursday of the month

(will need to be at QPEC, possibility of losing meeting space)

April 27th : application deadline

April 30th: IQ agenda goes out

May 7th: IQ Committee Meeting (approval process), if meets criteria and goes to Council

May 13th: Staff report due to Patrick

May 26th: Goes to Council for approval

Option 3: If we move our IQ meeting date to the 1st Wednesday of the month

(Can stay in Council Chambers and book our meetings a year in advance)

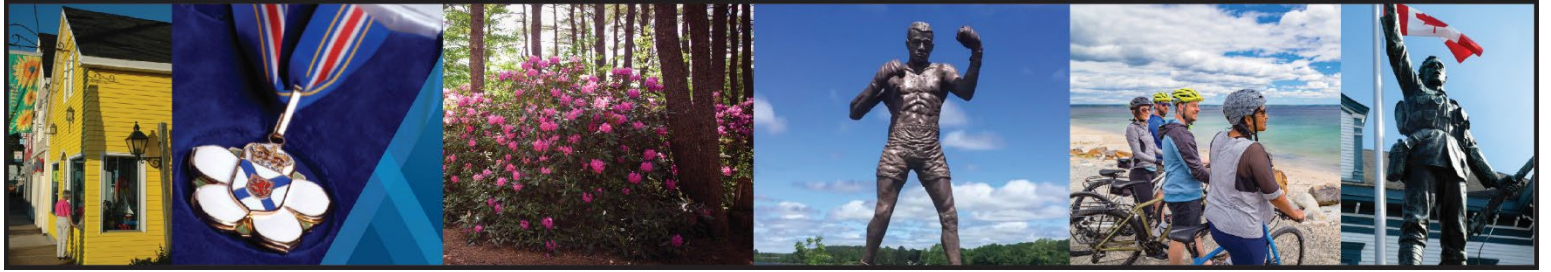
April 27th : application deadline

April 30th: IQ agenda goes out

May 6th: IQ Committee Meeting (approval process), if meets criteria and goes to Council

May 13th: Staff report due to Patrick

May 26th: Goes to Council for approval



**2026-2027
DIVERSITY AND INCLUSION SMALL GRANT PROGRAM
APPLICATION PACKAGE**



**DIVERSITY AND INCLUSION
2026-2027 SMALL GRANT PROGRAM GUIDELINES**

Background

In 2020, the Region of Queens Municipality adopted its first Diversity and Inclusion Framework, which included a provision for a small grants program to support community-based initiatives.

This work was originally supported through the Diversity and Inclusion Action Team (DIAT), and in 2025 transitioned to the Inclusion Queens (IQ) Advisory Committee.

The Diversity and Inclusion Small Grant Program continues to reflect the Municipality's commitment to supporting projects that foster inclusion and belonging across Queens County.

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 educational training that has a diversity and inclusion focus. The focus can be targeted at specific individuals and groups or be focused on opportunities in general.

Specific Program Criteria

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

1. Applicants must be Queens County based and projects must take place within Queens County.
2. Funding will be provided in increments of \$250, up to and including 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.
3. Not-for-profit groups can apply for more than one project per fiscal year, but second and subsequent applications will not be considered until all other applications have been decided upon, and if there is program funding still available.

4. Projects that require funding more than the annual maximum limit and can be spread over more than one fiscal year, will be considered for multi-year funding at the time of application, but future years funding cannot be formally committed until the future annual budget is approved.
5. Funding from this program does not disqualify applicants from obtaining funding from other sources and “stacking” their funding as long as the funding from other sources is not for the same thing.
6. Applicants must provide expected levels of funding from other sources at the time of application, noting those approved or pending.

Eligibility

Any not-for-profit organization registered with Nova Scotia Registry of Joint Stocks or an Act of the Nova Scotia legislature is eligible for funding subject to meeting the application funding criteria, submitting a completed application, and availability of funds. Projects must be started after April 1, 2026 and completed prior to March 31, 2027, unless prior permission is granted from the Inclusion Queens Advisory Committee.

Eligible Projects and Costs include:

- a. educational training and workshops to increase awareness and understanding of 2SLGBTQIA+ and BIPOC ~~and Persons with a Disability~~ communities;
- b. festivals and events that increase awareness of, and celebrate diversity and inclusion;
- c. programs aimed at promoting and benefitting marginalized communities;
- ~~d. infrastructure changes to support and encourage more use of facilities;~~
- e. projects that will eliminate barriers to participation for all;
- e. promotion and marketing costs for the above; and
- f. material and equipment rental costs to offer the above programs and services.

Ineligible Projects and Costs include:

- a. projects undertaken by for-profit businesses, individuals, unincorporated groups, and provincial or federal governments

- b. paving / decorative landscaping
- c. design fees
- e. administration or accounting fees
- f. purchase of equipment for projects other than nominal costs
- g. in-kind work
- h. 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
 - Accessibility and Diversity 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

Applicants that wish to submit a video application in lieu of a paper application are encouraged to do so.

Application Deadlines

Deadline

May 4, 2026

June 1, 2026

June 29, 2026

Funding Period

June 2026

July 2026

August 2026

Deadline

August 3, 2026

August 31, 2026

September 28, 2026

November 2, 2026

November 30, 2026

January 4, 2027

February 1, 2027

March 1, 2027

Funding Period

September 2026

October 2026

November 2026

December 2026

January 2027

February 2027

March 2027

April 2027

Applications must be received by 11:59pm on the deadline date to be eligible for consideration.

Costs incurred prior to the deadline are ineligible.

Approval Process

Applications will be reviewed by the Inclusion Queens Advisory Committee following the application deadline. Those that meet the established criteria and are recommended will then be forwarded to Council for approval. Once an offer of funding is approved by Council, a letter of offer will be made to the Applicant who will then have fourteen (14) days to accept or decline. 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 Inclusion Queens Advisory Committee 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 report outlining the activities carried out, impacted, and goals achieved.

DIVERSITY AND INCLUSION
2026-2027 SMALL GRANT PROGRAM APPLICATION FORM

Applicant's Name: _____

Mailing Address: _____ Civic Address: _____

_____ Phone: _____

_____ Cell: _____

E-mail address: _____

Applicants may choose to identify if they work on the behalf of, or advocate for any of the following diverse groups:

- | | |
|---|--|
| ☐ Indigenous | ☐ Person with a Disability |
| ☐ African Nova Scotian | ☐ Religious Affiliation |
| ☐ 2SLGBTQIA+ | ☐ 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 describe your project and provide relevant 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?

[illegible]

What groups or individuals will you involve with your project to ensure the widest possible opportunity to include or impact marginalized groups?

Please identify why you are proposing this project and if you have any data, reports, or other information to explain why this project is important to the community at this time?

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: _____ Date: _____

OFFICE USE ONLY

Date Application Received: _____ Initials: _____

Approved: YES ☒ NO ☐

Conditions / Reasons (if any): _____

Planned Start Date: _____ Approved Amount: _____