

**THE MUNICIPALITY OF THE COUNTY OF KINGS
DIVERSITY KINGS COUNTY COMMITTEE
AGENDA**

Monday, June 01, 2020

5:00 p.m. meeting via WebEx conferencing

Item	Description	Required Action	Responsible	Page
1.	Roll Call		Chair	-
2.	Additions to the Agenda	Decision	All	-
3.	Approval of Agenda	Decision	Chair - All	-
4.	Disclosure of Conflict of Interest Issues	Decision	All	-
5.	Approval of Minutes: • May 04, 2020	Decision	Chair - All	2
6.	Business Arising from Minutes	Discussion	All	-
New Business				
7.	Work Plan update	Discussion	Brittany Mastroianni	4
8.	Scope of Work for RFP: Action Plan update	Discussion	Jim Winsor	9
9.	Terms of Reference review	Discussion	Brittany Mastroianni	13
10.	Presentation: Strategic Communication Proposal on Social Media	Presentation/ Discussion	Sergio Restrepo	21
11.	Committee member reports (verbal)	Discussion	All	-
Correspondence				
Other Business				
12.	Public Comments			-
13.	Next Meeting: July 06, 2020 at 5:00 pm TBD: WebEx or In-Person	Decision	All	-
14.	Adjournment	Decision	All	-

Diversity Kings County Committee
May 4, 2020 at 5pm

1. Call to Order	Councillor Jim Windsor, Chair, called the meeting to order at 5:17p.m.via WebEx video and audio conferencing
2. Roll Call:	
Voting Members Present	<p>Jim Winsor – Chair (Councillor, Municipality of the County of Kings)</p> <p>Bev Bliss (Citizen Member)</p> <p>Cate Savage (Councillor, Town of Kentville)</p> <p>Dean Tupper (Citizen Member)</p> <p>Devon Adams (Citizen Member)</p> <p>Emily Lutz (Deputy Mayor, Municipality of the County of Kings)</p> <p>Gerard Tremere (Citizen Member)</p> <p>Sergio Restrepo (Citizen Member)</p> <p>Violy Curry (Citizen Member)</p>
Advisory Members	None
Staff of the Municipality of the County of Kings	<p>Brittany Mastroianni, Diversity and Outreach Specialist</p> <p>Amie Johnstone, Recording Secretary</p>
Guests	Megan Wright
Regrets	Oonagh Proudfoot (Councillor, Town of Wolfville) Marg Daley
Quorum achieved	
3. Additional to the Agenda	The addition of 'Business arising from the minutes' as well as 'Disclosure of conflict of interest'
4. Approval of the Agenda	On the motion of Cate Savage, seconded by Emily Lutz, the agenda be approved as amended. Motion Carried
5. Disclosure of Conflict of Interest Issues:	None.
6. Approval of the previous minutes	After small additions of missing details to the minutes, On the motion of Cate Savage, seconded by Devon Adams, the minutes from March 2, 2020 be approved as amended. Motion Carried
7. Business arising from the minutes	The committee asked staff to look into the rescheduled dates for the Human Trafficking Conference.
New Business	
8. Presentation: Equity, Diversity & Inclusion in the Workplace	<p>Brittany introduced a familiar face to the committee, Megan Wright, an Acadia student who did her professional work placement with the Municipality for the Community Services program. Megan presented the information package that will be used as part of the orientation for future staff or committee members within the Municipality.</p> <p>The presentation included vocabulary and terminology important for everyone to understand as well as information about biases and the differences between Equity, Diversity and Inclusion.</p> <p>The committee thanked Megan for her work while in her placement.</p> <p>Brittany confirmed that the mission and vision of the Diversity Kings County committee is embedded in the original committee action plan, noting that this is also something that could be reviewed in future and may warrant a refresh.</p>

9. Work Plan/Budget Review & Prioritization	<p>Brittany reviewed the budget document with the committee advising that Municipal Council approved the budget for 2020-2021 in early April. The budget for the Diversity Committee can be found in 2 separate lines; one for the committee specifically (\$25k directly for the committee use) and part within her positions role. It was also advised that the Terms of Reference for the committee should be completed soon and it is hoped that they will come to next months meeting for review and discussion.</p> <p>The chair and staff congratulated the committee for all the hard work done and also to thanked Council for prioritizing Diversity in the municipal budget.1</p>
10. Community/Member Reports	<p>Jim: Council will be reviewing an RFD related to the New Minas Planning Advisory Group. Council had previously rejected the groups recommended appointees s there was no information related to the selection being completed using any of the principals important to Diversity. More information to come about this once Council meets tomorrow and makes a decision. If approved it may allow for staff to develop the process for recruiting at least 3 members of this advisory group.</p> <p>Emily: Equal Voice is revamping their Nova Scotia chapter and is looking for women in government to sit on their steering committee. Send anyone interested to Emily for more information.</p> <p>Cate: Town of Kentville has been meeting with COVID-19 related discussion recently but expects to expand the agendas soon. Brittany gave compliments to the Town for their unique ways to promote recreation as well as their 'staycation' group during these difficult times.</p> <p>Gerard: None</p> <p>Dean: Advised that nobody is using their right to refuse. Workers are being told they can't refuse right now, but that's not the case. Anyone can call my office if they want to talk about their right to refuse, phone 902 455 5417</p> <p>Bev: The cultural (artistic & literacy) project she is involved in is on hold for the moment pending concerns of funding sources due to COVID-19</p> <p>Violy: Cultural awareness is lacking especially related to the older generation. Currently she is helping those who need help by delivering groceries.</p> <p>Sergio: Would like to move the discussion of the proposal to have Refugee Services deliver a presentation to a future meeting. He and Brittany will discuss and add this to a future agenda.</p> <p>Devon: Working from home currently but dealing with many homeless people. Most committee work is on hold for the time being. Devon confirmed that as far as he knows right now the Council for Black Canadians conference set to take place in Halifax is postponed and not cancelled, with all indications that this will still be held in Halifax.</p>
Next Meeting:	June 01, 2020 likely via WebEx conference
9. Adjournment	
Adjournment:	On the motion of Devon Adams, seconded by Bev Bliss, the meeting be adjourned. Motion carried.

Approvals:

Diversity Kings County Committee

MUNICIPALITY OF THE COUNTY OF KINGS

DIVERSITY KINGS COUNTY WORK PLAN

June 01, 2020 Update

Context:

Kings County has strongly demonstrated its commitment to eliminating racism and discrimination in our Community in several ways, first by the creation of the Diversity Committee (formerly, Race Relations & Anti-Discrimination Committee) several years ago. Subsequently in 2008 Council formally approved a Declaration to join the Canadian Coalition of Municipalities against Racism and Discrimination (CCAMRD) and through the process adopt the UNESCO Declaration. The Town of Kentville formally approved a Declaration to join CCMARD in November 2010. In adopting the UNESCO Declaration, the Municipality and Town of Kentville agreed to address the following UNESCO commitments:

1. Increase vigilance against systemic and individual racism and discrimination;
2. Monitor racism and discrimination in the community more broadly as well as municipal actions taken to address racism and discrimination;
3. Inform and support individuals who experience racism and discrimination;
4. Involve citizens by giving them a voice in anti-racism initiatives and decision-making;
5. Support measures to promote equity in the labour market;
6. Provide equal opportunities as a municipal employer, service provider and contractor;
7. Support measures to challenge racism and discrimination and promote diversity and equal opportunity housing;
8. Support measures to challenge racism and discrimination and promote diversity and equal opportunity in the education sector and other forms of learning;
9. Promote respect, understanding, and appreciation of cultural diversity and inclusion of Aboriginal and racialized communities into the cultural fabric of the municipality; and
10. Support policing services in their efforts to be exemplary institutions in combating racism and discrimination.

In November 2012, Kings County approved its “Action Plan for Ending Racism and Discrimination in the Municipality of the County of Kings”. As noted in the “Acknowledgements” section of the Report;

“The Action Plan will be a living document. It is not cast in stone. It will be honed and changed as circumstances change. It will not be allowed to languish because no one cares. We care and we challenge each and every citizen of Kings County to join us and have the courage to stand up and address discrimination and marginalization.”

The Diversity Committee believes that times and circumstances have changed and that this County through its commitment to ending racism and discrimination has already made a difference in our Community. You will note the first item in the following work plan call for the update of this plan and we anticipate that will provide fresh fodder for the 2021/22 update of this work plan and budget. The work plan and budget put forward for the 2020/21 fiscal year is intended to make great strides in a more total community engagement and approach to making our community a safer, more and welcoming place for each and every resident that live and work here or are contemplating to live and work here.

PROJECT TITLE (Intended Outcomes)	LEAD	TASK	APPROVED BUDGET	EXPECTED COMPLETION	CURRENT STATUS
Updated Action Plan	Diversity & Outreach Specialist, Committee Chair	<ul style="list-style-type: none"> Update the Municipality's Action Plan. (In November 2012 the County established an Action Plan for Ending Racism and Discrimination in the Municipality of the County of Kings. This is outdated and requires to be updated). 	\$20,000	Nov. 2020	<ul style="list-style-type: none"> This task would be undertaken by a consultant through a call for proposal process. <p>INCLUDED FOR DISCUSSION ON THE JUNE 1, 2020 AGENDA</p>
<i>i. Personal Declarations</i>		<ul style="list-style-type: none"> i. Develop various campaigns to inspire residents to engage in Equity, Diversity and Inclusion. 			
<i>ii. Declarations for Businesses & Organizations</i>		<ul style="list-style-type: none"> ii. Develop a Declaration, process and program to engage and inspire Businesses and Organizations. 			
<i>iii. Diversity Communications Plan</i>		<ul style="list-style-type: none"> iii. Develop a Communications Plan to keep our partners and community informed about the issues, directions and activities related to diversity and inclusion. 			
Update Terms of Reference	Diversity & Outreach Specialist, Policy Analyst, Sub-Committee	<ul style="list-style-type: none"> Use existing internal resources to update the Committee Terms of Reference to be consistent with the evolution of diversity and inclusion. 	Funded Staff		INCLUDED FOR DISCUSSION ON THE JUNE 1, 2020 AGENDA

Review Process for Municipal Documents	Policy Analyst	<ul style="list-style-type: none"> Recommend that Council directs the CAO to establish and implement a review process for all internal and external documents to ensure all records reflect the community as a safe and welcoming environment for all; regardless of age, race, ability, ethnicity, religion, gender, language, sexual orientation or socio-economic status. 	Funded Staff	Ongoing	NO NEW UPDATE AS OF June 1, 2020
Cultural Literacy/ Competence Training	Diversity & Outreach Specialist	<ul style="list-style-type: none"> Increase cultural competence and cultural safety of municipal Councillors municipal staff and other service providers through the provisions of training & supports. 	\$5,000	June 2021	NO NEW UPDATE AS OF June 1, 2020
	Committee Chair	<ul style="list-style-type: none"> Develop Diversity and Inclusion presentations and commence delivery to businesses, community groups and other stakeholders as an educational and engagement tool as part of the process to develop partnerships and commitments to the Awareness Campaign. 	Funded Staff	May 2020	NO NEW UPDATE AS OF June 1, 2020

Build Relationship with the Towns	Diversity & Outreach Specialist, Committee Chair, Deputy CAO	<ul style="list-style-type: none"> Refine and establish more formal relationships with the Towns. The intent would be to have the Towns formally commit to the Diversity and Inclusion mandate, to formally nominate members of our Committee and perhaps participation funding initiatives... perhaps a similar relationship to REMO. This also fits with building partnerships recommended in the current Work Plan. 	Funded Staff	Mar. 2021	NO NEW UPDATE AS OF June 1, 2020
Build Relationship with the Business Community	Diversity & Outreach Specialist, Committee Chair	<ul style="list-style-type: none"> Develop and implement programming that provides local businesses' and organizations with opportunities to make a commitment to creating a safe and welcoming community. Develop messaging around the Committees work in Equity, Diversity and Inclusion 	\$1,000	Sept. 2020	<ul style="list-style-type: none"> This task can be in collaboration with the Awareness Campaign below. NO NEW UPDATE AS OF June 1, 2022
Build Relationship with the Community at Large	Diversity & Outreach Specialist, Diversity Committee	<ul style="list-style-type: none"> Implement a messaging strategy for individuals and community groups who have made a commitment to create safe, diverse, inclusive and welcoming communities. 	\$1,000	Feb. 2021	NO NEW UPDATE AS OF June 1, 2020
		<ul style="list-style-type: none"> Develop an Awareness Campaign to promote the Committee's work in Equity, Diversity and Inclusion. 			

Increase Responsiveness of the Diversity Committee	Diversity & Outreach Specialist	<ul style="list-style-type: none"> Establish partnerships with the Royal Canadian Mounted Police, Human Rights Commission and the Valley African Nova Scotian Development Association to monitor and track incidents of discrimination and racism in our community to inform policy, programs and resource allocators. 	Funded Staff	Sept. 2021	NO NEW UPDATE AS OF June 1, 2020
Community Events, Conferences & Workshop Participation	Diversity & Outreach Specialist, Diversity Committee	<ul style="list-style-type: none"> Become a more visible and active partner for annual events to celebrate and promote diversity and inclusion; including industry and community conferences where we may be able to get on the agendas (i.e. International Women’s Day, Pride, African Heritage Month etc.) 	\$5,000	Dec. 2020	NO NEW UPDATE AS OF June 1, 2020
General Financial Support of Community Diversity & Inclusion Initiatives		<ul style="list-style-type: none"> From time to time community groups request financial support for the various initiatives that are conducting that would have strong diversity and inclusion element. The Committee recommends the development of a Grant program to appropriately allocate funds. 	\$5,000	Ongoing	NO NEW UPDATE AS OF June 1, 2020
Total Work Plan Budget Requirement			\$37,000		

3 Scope of Work

3.1 Introduction

The Municipality is seeking proposals from consultants for the provision of services to update the County's "Action Plan for Ending Racism and Discrimination in the Municipality of the County of Kings" (Action Plan) which was completed in November 2012.

3.2 Background

Kings County has strongly demonstrated its commitment to eliminating racism and discrimination in our Community by the creation of the Diversity Kings County Committee (formerly, Race Relations & Anti-Discrimination Committee) in April 2014 (amended October 2018) and attached as Appendix A to this Request for Proposal. Prior to this in 2008 Council formally approved a Declaration to join the Canadian Coalition of Municipalities against Racism and Discrimination (CCAMRD) <https://en.ccunesco.ca/networks/coalition-of-inclusive-municipalities> . Through the process Kings County adopt the UNESCO Declaration. In adopting the UNESCO Declaration, the Municipality agreed to address the following UNESCO commitments:

1. Increase vigilance against systemic and individual racism and discrimination;
2. Monitor racism and discrimination in the community more broadly as well as municipal actions taken to address racism and discrimination;
3. Inform and support individuals who experience racism and discrimination;
4. Involve citizens by giving them a voice in anti-racism initiatives and decision-making;
5. Support measures to promote equity in the labour market;
6. Provide equal opportunities as a municipal employer, service provider and contractor;
7. Support measures to challenge racism and discrimination and promote diversity and equal opportunity housing;
8. Support measures to challenge racism and discrimination and promote diversity and equal opportunity in the education sector and other forms of learning;
9. Promote respect, understanding, and appreciation of cultural diversity and inclusion of Aboriginal and racialized communities into the cultural fabric of the municipality; and
10. Support policing services in their efforts to be exemplary institutions in combating racism and discrimination.

The Municipality remains committed to CCMARD and this Declaration.

In November 2012, Kings County approved and published its "Action Plan for Ending Racism and Discrimination in the Municipality of the County of Kings" attached hereto as Appendix B to this Request for Proposal. As noted in the "Acknowledgements" section of the Report;

"The Action Plan will be a living document. It is not cast in stone. It will be honed and changed as circumstances change. It will not be allowed to languish because no one cares. We care and we challenge each and every citizen of Kings County to join us and have the courage to stand up and address discrimination and marginalization."

Diversity Kings County developed a Work Plan (Appendix C to this Request for Proposal) for the 2020/21 fiscal year which carries on the vision embodied in the above referenced 2012 Action Plan.

3.3 Into the Future

The Municipality believes however that times and circumstances have changed since 2012 and further, that this County through its commitment to the Action Plan has already made a difference in our Community. Awareness and understandings on the issues of diversity and inclusion has broadened significantly since the publication of our Action Plan which had a strong racism focus. In that regard the first item in our Diversity Kings Work Plan for the 2020/21 fiscal year calls for the update of our Action Plan to reflect the evolving realities of inclusion and diversity and to acknowledge the work already completed.

Eradicating racism and discrimination in our community will only happen on a deep personal level one person at a time. Going forward our action plan should contemplate ways and means to attain stronger commitments and engagement at a personal level. Similarly, we must engage our business community and other potential partners one business and one partner at a time. A strong and engaging communication plan must be an essential part of our process as well.

Our County wishes to renew and refresh its vision to promote social inclusion and diversity, and to the extent of its reach, promote and eradicate all forms of racism and discrimination. Our new vision and action plan will continue the promotion of human rights and diversity. Our updated action plan must reflect the principle that cultural diversity should be the common heritage of humanity. Every member of our society should have equal opportunity to share in the economic, political, social, cultural and recreational life of our community.

3.3 General Requirements

All work will be completed working in coordination and under the supervision of Diversity & Outreach Specialists. It is expected that the consultant will:

- Have sufficient resources to complete the work of this project and any addendums made subsequent to the award of the contract;
- Manage all professional staff assigned to the project;
- Work in consultation with Municipality to coordinate all logistics including the organizing and facilitation of public engagement activities;
- Mitigate risk and critical impacts where there are minor or major deviations in scope schedule and budget.

The Consultant or Consultant(s) as warranted by the project assignment shall:

- Comprise member(s) that:
 - Has appropriate experience and credential in the subject matter of this project;
 - Has formalized training and experience in community engagement;
 - Has experience and credentials in project management.

- Coordinate, monitor and manage the progress of the work and activities of the consultant team and consultants as required with to complete the project work within the written and approved scope, schedule and budget;
- Provide procedures and protocols for all related communications to the Municipality ;
- Chair any required technical or subcommittees as may be necessary for the conduct of the project and minute all meetings;
- Provide regular updates to the Municipality through the Diversity and Outreach Specialist in a manner and time as agreed to at the start of the project;

3.4 The Work

3.4.1 Deliverables

- The objective of the project is to develop and present a draft and a final updated “Action Plan for Ending Racism and Discrimination in the Municipality of the County of Kings”.
- The updated action plan should take on a new name to reflect the evolution in the awareness and understanding of the more comprehensive nature of inclusion and diversity since the original report of 2012.
- The updated action plan will include the development of an overarching vision and mission statements for the Municipality for use in the promotion and delivery of its diversity and inclusion programs.
- The updated action plan should suggest ways (both educational and participatory) for us to achieve a “more total community engagement and approach” to making our community a safer, more inclusive and welcoming place for each and every resident that live and work here or are contemplating to live and work here.
- Specifically our updated action plan should give consideration to the welcoming and integration of immigrants into Kings county society and life without the obstacles of racism and discrimination
- Although there is participation on the Diversity Kings Committee by two of the towns within the County geographic, there are no official agreements for a joint diversity and inclusion mandate. The Consultant should consider and make suggestion on a more formalized partnership approach to the eradication of racism and discrimination.
- The updated action plan will give consideration to the potential opportunities to work with community organizations, our indigenous people and particularly any role that County should be playing in the reconciliation process or our indigenous people.
- Propose a campaign to inspire residents to engage in equity, diversity and inclusion.
- Develop a declaration, process and program to engage and inspire businesses and organizations to engage in equity, diversity and inclusion initiatives.
- As an adjunct to the updated action plan, develop a communications plan to keep our partners and community informed about the issues, directions and activities related to diversity and inclusion.
- Provide any other advice and recommendations that the consultant believes to be in support of the spirit and intent of this RFP.

- In general, our updated action plan must reflect the principal that cultural diversity and inclusion must be the common heritage of humanity.

3.4.2 Community Engagement (public and stakeholders)

- Develop and present a draft a draft formal engagement plan. Given the uncertainty of the COVID 19 state of emergency this plan will have to consider the consultations being conducted under the conditions of engagement permitted at the time and will have to be flexible with the changing conditions. Public venues and person to person/organizations would be the preferred approach to engagement but virtual venues may be necessary depending on circumstances.
- The objective is to have the voice of our community reflected in this plan so that the broad issues of racism and discrimination are identified and addressed through the promotion of diversity and inclusion in the updated action plan.

3.4.3 Administration

- The Consultant will report to the Diversity and Outreach Specialists (or designate) in the conduct of this project. More specifically the consultant will manage all aspects of the work according to scope described in this request for proposal and as further expanded on our expounded in the Consultant's response to this RFP.
- The Consultant will manage the project in accordance with the schedule and budget as included in the proposal.
- The Consultant will work with the Diversity and Outreach Specialists in the coordination and preparation of written status reports of progress measured against agreed scope, schedule and budget for the updating of the Diversity Kings Committee. Such reports will rely on the Consultant's procedures of financial controls and management procedures. Where the Consultant identifies any realized or potential deviation in the work against the agreed to scope, schedule and budget, the Consultant shall advise the Diversity and Outreach Specialist as urgently as is reasonable detailing the deviations and outlining possible solutions for discussions and resolution.
- Prepare and distribute meeting agenda, meeting notices and records of meeting to all parties as agreed with the Diversity and Outreach specialists.
- The Consultant will work with the Diversity and Outreach Officer in the coordination of any particular reports and update as well as the draft and final report to the Diversity Kings Committee.
- The consultant will make a presentation of the final report to Council as arranged by the Diversity and Outreach Specialists.

Diversity Kings County Committee Terms of Reference

MUNICIPALITY OF THE COUNTY OF KINGS

November 5, 2018

1. Establishment of the Committee

The Municipal Council of the Municipality of the County of Kings establishes a committee to be known as the Diversity Kings County (DKC) committee.

2. Purpose

In February of 2008 the Council of the Municipality of the County of Kings formally approved a Declaration (see Appendix A) to join the Canadian Coalition of Municipalities against Racism and Discrimination (CCMARD) - part of a larger United Nations Educational, Scientific, and Cultural Organization (UNESCO) initiative. In 2006, Municipal Councillors, while attending a Federation of Canadian Municipalities conference, were presented with a UNESCO display detailing the initiative to establish a network of cities interesting in sharing experiences in improving policies to fight racism, discrimination, xenophobia and exclusion. The Councillors presented the initiative to Committee of the Whole in December of 2007 with the recommendation that Council approve the Declaration, which was formally adopted in February 2008.

In 2012, with support from the DKC, the Council of the Municipality of the County of Kings allocated funds to contract a consultant to develop an action plan, in keeping with CCMARD's vision. Horizons Community Development Associates Inc. was contracted, and facilitated a community-based process to develop the *Action Plan for Ending Racism and Discrimination in the Municipality in the County of Kings* (<http://goo.gl/D34I2I>), which was unanimously approved by Council in October 2012. In 2013, Council allocated an annual budget for implementing the *Action Plan* for each of the next five years.

The purposes of the DKC are:

- To determine and educate the public about where and how racism, discrimination and exclusion are manifest in the Municipality of the County of Kings.
- To recommend policies, programs and practices designed to eliminate racism, discrimination and exclusion, to monitor the effects of recommendations and to report on changes.
- To guide the implementation of *Action Plan*.
- To directly undertake relevant activities described in the *Action Plan*.
- To address broad issues of diversity and inclusion.

3. Authority

The Committee has the authority to

- Recommend to Municipal Council (through the Chair) policies, programs and practices designed to eliminate racism, discrimination and exclusion.
- Monitor the effects of recommendations that are implemented.
- Report on changes.
- Provide input (through the Chair) to Municipal and/or contracted staff working on the *Action Plan*.

4. Membership

4.1 Members

The Diversity Kings County committee shall be comprised of a minimum of six and maximum of thirteen committee members including:

- Two Municipal Councillors from the Municipality of the County of Kings and three Municipal Councillors from the adjacent towns (one each from the Towns of Berwick, Kentville, and Wolfville);
- One Municipal staff, the Diversity & Outreach Specialist or their designate; and
- Three to six citizens who reside in Kings County.

The Committee may also include non-voting advisory members who represent key partner organizations and/or who bring expertise in relevant areas.

4.2 Selection of Members

The Municipality will advertise Committee positions in accordance with current Municipal procedures. The advertisement shall contain the following statement:

As one example of this initiative to ensure recognition of the diversity within the County, we are actively seeking applications from racially visible persons, persons with disabilities, members of other traditionally under-represented groups, and citizens with an interest in advancing anti-discrimination programs generally.

The Towns of Berwick, Kentville, and Wolfville will appoint their representatives. All other members must be appointed annually by the Council of the Municipality of the County of Kings via the Nominating Committee, and must be residents of the County of Kings.

The Committee will make a motion to formally invite non-voting advisory members to join the Committee. If the invitation is accepted, the Committee will make a motion to formally accept the advisory committee members.

4.3 Membership Terms

Citizen members will serve three-year rolling terms. New citizen members will be added to replace those who are completing terms or leaving the committee for other reasons.

There will not be set terms for Municipal staff and advisory members.

The maximum number of consecutive terms any members may serve on the Committee is two.

4.4 Voting

Municipal Councillors and citizens are considered voting members of the Committee.

Municipal staff members and advisory members do not have a vote.

Municipal staff members' positions on decisions will be noted in the minutes, and identified as non-voting contributions. Advisory members' positions on decisions will be noted in the minutes, and identified as nonvoting contributions.

4.5 Participation

Voting members are expected to attend and participate in a minimum of 75% of regularly scheduled meetings over the course of a calendar year. If they do not, or if they miss three consecutive meetings, they will be asked to reconfirm their commitment to serving on the Committee.

5. Roles and Responsibilities

5.1 Individual Committee Members

The responsibilities of individual committee members are as follows:

- Attend Committee meetings;
- Share information from the Committee with the organizations/communities they are representing;
- Gather input on relevant matters from the organizations/communities they are representing to share with the Committee;
- Work toward the 10 Commitments agreed to by the Municipality of the County of Kings (See Appendix B);
- Represent the Committee as required at community functions;

- Report to the Committee with regards to any functions at which they have represented the Committee;
- Guide the implementation of the Action Plan; and
- Contribute to the implementation of the Action Plan.

Committee members will work together to prepare an annual budget based on the annual allocation approved by Council.

5.2 Chair

The Chair is selected by Committee members.

The Chair is responsible for:

- Ensuring the timely delivery of all Committee agendas and minutes;
- Serving as the chair of Committee meetings, calling the meeting to order and ensuring that appropriate procedures are followed;
- The delivery of Committee reports and recommendations to Council (if the Chair is the Mayor, the other Councillor on the Committee may present the report and recommendations); and
- Serving as the representative of the Committee at official functions; s/he may delegate this role to the Vice Chair or other Committee members, as required.

The Chair is considered a voting member of the Committee. The Chair's term will be for a maximum of two years at which time the voting members will vote for a new Chair. The Chair can hold consecutive terms if voted in by the members.

5.3 Vice-Chair

The Vice-Chair is selected by committee members.

The Vice-Chair is responsible for:

- Convening and conducting meetings if the designated Chair is not available; and informing the Chair as to the salient points/decisions raised or agreed to at that meeting.
- Serving as the official representative of the Committee at official functions, when delegated by the Chair.
- Reporting to the Chair with regards to any functions at which they have represented her/him.

The Vice-Chair is considered a voting member of the Committee. The Vice-Chair's term will be for a maximum of two years at which time the voting members will vote for a new Vice-Chair. The Vice-Chair can hold consecutive terms if voted in by the members.

Voting for the Chair and Vice-Chair will occur every two years at the April meeting (or other designated time) and members shall have one month's notice prior to the vote.

5.4 Secretary

The Secretary is the Municipality's Diversity & Engagement Specialist.

The Secretary is responsible for:

- Collecting agenda items (which must be submitted no later than five days before each meeting), and distributing the agenda with relevant materials (no later than three days before each meeting).
- Ensuring the preparation and issuing of meeting minutes (with clearly noted action items) within one week of each meeting.
- Maintaining and tracking progress on action items.
- Gathering input from Committee members and issue Committee documents in a timely fashion.
- Ensuring the activities of the Committee are communicated effectively to the community.
- Preparing press releases and ensuring they reach target audiences.
- Coordinating with the Municipality of the County of Kings web-site manager to ensure access to pertinent information on Committee activities is available through the web-site.

6. Decision Making

The Committee requires 51% of voting (Municipal Councillor and citizen) members to be present for the approval of recommendations and documents.

Recommendations to Council will require majority support by voting Committee members. Majority will be considered 50% plus one. When decisions are required between meetings:

- To the greatest extent possible, the Secretary will consult with Committee members; s/he will send an electronic message to Committee members outlining the decision to be made, providing any available materials to inform the decision, and indicating the timeline for making the decision. The decision will be made based on a majority vote of voting members, as above.
- When time does not permit consultation with Committee members and a decision must be made immediately, the Chair (or Vice-Chair, if delegated by the Chair) may make a decision on behalf of the Committee, using all available and relevant information. S/he must immediately inform the Committee of the decision.

7. Reporting Guidelines

All minutes of the Committee will be considered open to the public, unless they deal with sensitive Committee issues, according to the MGA guidelines (e.g., personnel matters).

The Committee will report annually via progress updates to the Council of the Municipality of the County of Kings.

The Committee will also deliver reports, such as regarding the community engagement process, and progress on the *Action Plan*.

8. Meetings

Meetings will generally take place on the first Monday of each month.

Additional meetings will be scheduled as needed.

During winter months, storm dates will be scheduled in advance for all meetings. The Secretary, in consultation with the Chair, shall determine whether a meeting is postponed because of a storm, and by 9:00 am the day of the scheduled meeting, will inform Committee members that the meeting is postponed to the storm date.

Meetings will generally take place from 5:00 – 7:00 pm.

Meetings will generally take place at the Municipal office in Kentville.

To facilitate connections with diverse groups in the community, meetings will take place in other locations across Kings County up to six times per year.



Municipality of the County of Kings Diversity Kings County Committee Terms of Reference

Meetings will generally be open to the public, unless the nature of Committee business (such as dealing with issues under the *Municipal Government Act*) requires a closed Committee meeting.

Approved/Review Date

TOR approved: April 7, 2014

TOR to be reviewed in April 2015



Municipality of the County of Kings Diversity Kings County Committee Terms of Reference

Appendix A: CCMARD Declaration



DECLARATION TO JOIN THE CANADIAN COALITION OF MUNICIPALITIES AGAINST RACISM AND DISCRIMINATION

Given that:

1. The Canadian Commission for UNESCO (United Nations Educational, Scientific and Cultural Organization) is calling on Municipalities to join a Canadian Coalition of Municipalities Against Racism and Discrimination and to be part of UNESCO's international coalition launched in 2004.
2. The Federation of Canadian Municipalities (FCM) endorses the Call for a Canadian Coalition of Municipalities Against Racism and Discrimination and encourages its members to join.

Whereas:

3. Municipal governments in Canada, along with other levels of government, have responsibilities under Canada's Charter of Rights and Freedoms as well as federal, provincial and territorial human rights codes, and therefore have an important role to play in combating racism and discrimination and fostering equality and respect for all citizens.

Be it resolved that:

4. Undersigning Municipalities agree to join the Coalition of Canadian Municipalities Against Racism and Discrimination and, in joining the Coalition, endorse the Common Commitments and agree to develop or adapt their own unique Plan of Action accordingly.
5. These Common Commitments and the unique Plan of Action of each Municipality will be an integral part of the vision, strategies and policies of the Municipality.
6. In developing or adapting and implementing their own unique Plan of Action toward progressive realization of the Common Commitments, the Municipalities will cooperate with other organizations and jurisdictions, including other levels of government, Aboriginal peoples, public and private sector institutions and civic society organizations, all of whom have responsibilities in the area of human rights.
7. The Municipality will set its priorities, actions and timelines and allocate resources according to its unique circumstances, and within its means and jurisdiction. The Municipality will exchange its expertise and share best practices with other municipalities involved in the Coalition and will report publicly on an annual basis on actions undertaken toward the realization of these Common Commitments.

**Approved by the Municipal Council of the Municipality of the County of Kings
on February 5, 2008**

<u>Feb 2008</u>	<u>Diana Brothers</u>		
Date	Signature	Date	Signature
<u>6/11/09</u>	<u>[Signature]</u>	Date	<u>[Signature]</u>
Date	Signature	Date	Signature
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Date	Signature	Date	Signature
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Date	Signature	Date	Signature



Municipality of the County of Kings Diversity Kings County Committee Terms of Reference

Appendix B: UNESCO Commitments

1. Increase vigilance against systemic and individual racism and discrimination;
2. Monitor racism and discrimination in the community more broadly as well as municipal actions taken to address racism and discrimination;
3. Inform and support individuals who experience racism and discrimination;
4. Involve citizens by giving them a voice in anti-racism initiatives and decision-making;
5. Support measures to promote equity in the labour market;
6. Provide equal opportunities as a municipal employer, service provider and contractor;
7. Support measures to challenge racism and discrimination and promote diversity and equal opportunity housing;
8. Support measures to challenge racism and discrimination and promote diversity and equal opportunity in the education sector and other forms of learning;
9. Promote respect, understanding, and appreciation of cultural diversity and inclusion of Aboriginal and racialized communities into the cultural fabric of the municipality; and
10. Support policing services in their efforts to be exemplary institutions in combating racism and discrimination.

STRATEGIC COMMUNICATION PROPOSAL ON SOCIAL MEDIA



Action Plan for Ending Racism and
Discrimination in the Municipality
of the County of Kings

NOVEMBER 2012



Grade of impact to Action Plan's Objectives and Actions

OBJECTIVE 1: Through active effort by County Council, identify and implement events, programs and procedures that reflect the community as safe and welcoming to all groups regardless of age, ability, race, ethnicity, religion, gender, language, sexual orientation or socio-economic status.

Action A

Participate with community partners in the recognition of internationally, nationally, and provincially declared events commemorating inclusion, diversity and equality. (For example, develop a calendar of special days, place ads in the local paper commemorating special events/days, highlight events/days in newsletters/twitter /e-mail, etc).

OBJECTIVE 1: Increase public knowledge of diversity and inclusion.

Action A

Develop and implement a social marketing strategy that shares the stories of residents, their diverse backgrounds, their experiences of discrimination and exclusion, and strategies for addressing racism, discrimination and exclusion.

OBJECTIVE 2: Build and strengthen partnerships across all sectors for addressing discrimination and promoting diversity.

Action A

Build meaningful relationships with stakeholders across the Municipality.

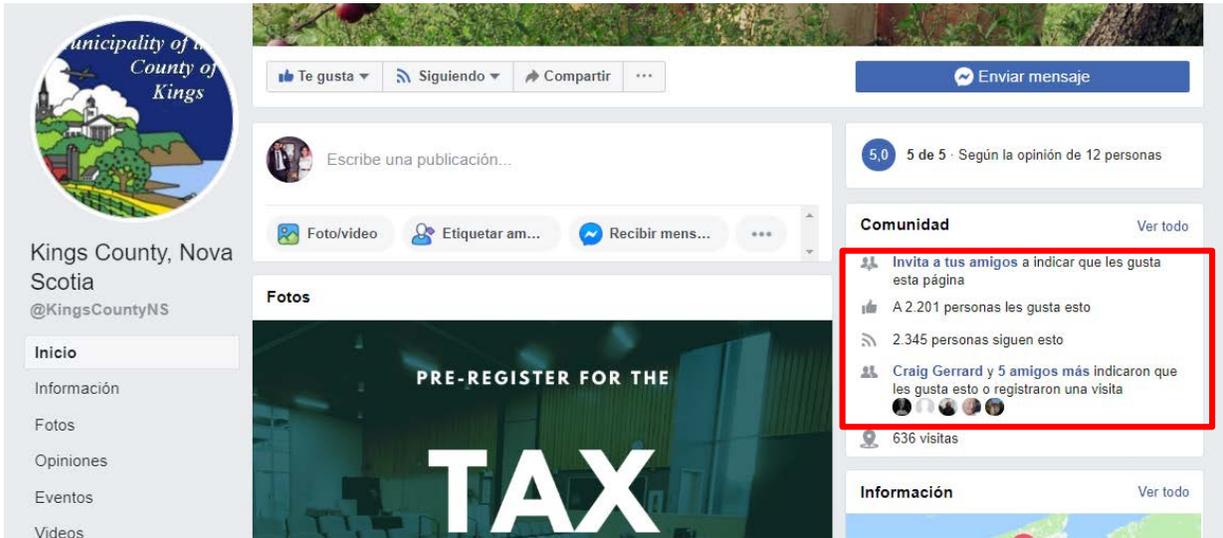
Our Committed Community (Cont'd.)

Action B

Develop a communication plan to regularly inform the community about the work of the RRADC.

	HIGH	MEDIUM	LOW
OBJECTIVE 1: Through active effort by County Council, identify and implement events, programs and procedures that reflect the community as safe and welcoming to all groups regardless of age, ability, race, ethnicity, religion, gender, language, sexual orientation or socio-economic status.			
Action A Participate with community partners in the recognition of internationally, nationally, and provincially declared events commemorating inclusion, diversity and equality. (For example, develop a calendar of special days, place ads in the local paper commemorating special events/days, highlight events/days in newsletters/twitter /e-mail, etc).			
OBJECTIVE 1: Increase public knowledge of diversity and inclusion.			
Action A Develop and implement a social marketing strategy that shares the stories of residents, their diverse backgrounds, their experiences of discrimination and exclusion, and strategies for addressing racism, discrimination and exclusion.			
OBJECTIVE 2: Build and strengthen partnerships across all sectors for addressing discrimination and promoting diversity.			
Action A Build meaningful relationships with stakeholders across the Municipality.			
Our Committed Community (Cont'd.)			
Action B Develop a communication plan to regularly inform the community about the work of the RRADC.			

Social Media Numbers



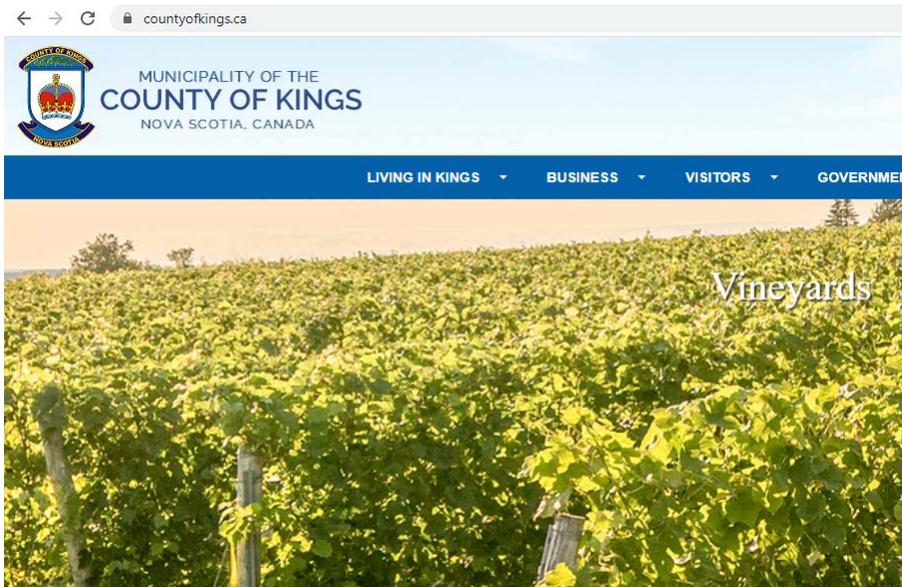
Facebook profile page for Kings County, Nova Scotia (@KingsCountyNS). The profile picture shows a scenic view of the county. The cover photo features a large 'TAX' graphic with the text 'PRE-REGISTER FOR THE TAX'. The page shows 5.0 stars from 5 reviews. The 'Comunidad' section is highlighted with a red box, containing the following information:

- Invita a tus amigos a indicar que les gusta esta página
- A 2.201 personas les gusta esto
- 2.345 personas siguen esto
- Craig Gerrard y 5 amigos más indicaron que les gusta esto o registraron una visita
- 636 visitas



Instagram profile page for kingscountyns. The profile picture is the County of Kings logo. The bio reads: 'Kings County The beautiful Kings County, Nova Scotia is a wonderful place to explore. Come visit us and be sure to tag us in your photos! www.countyofkings.ca'. The statistics are highlighted with a red box:

- 161 posts
- 738 followers
- 85 following



Website screenshot for the Municipality of the County of Kings, Nova Scotia, Canada. The header includes the county logo and navigation links: LIVING IN KINGS, BUSINESS, VISITORS, and GOVERNMENT. The main content area features a large image of a vineyard with the word 'Vineyards' overlaid.



Twitter profile page for Kings County, NS (@KingsCountyNS). The profile picture is the County of Kings logo. The bio reads: 'Municipality of the County of Kings | Land of Orchards, Vineyards, and Tides. Open: Mon - Fri 8:30am-4:30pm'. The statistics are highlighted with a red box:

- 909 Following
- 3,639 Followers

 **Canadian Immigration and Citizenship** ✓
2 de enero · 🌐

Educated in Switzerland and Australia, Indian-born entrepreneur Hemant Bhagwhani, featured in Menu Magazine, came to Canada in 2000. He's opened more than 40 restaurants in Toronto and is now embarking on another journey by welcoming skilled chefs to Canada and hiring local cooks to learn from their expertise.

Read more about how #ImmigrationMatters to Toronto's diverse culinary sector: <http://bit.ly/2u7mvvC>



**#IMMIGRATION
#MATTERS**

 Immigration, Refugees and Citizenship Canada Immigration, Réfugiés et Citoyenneté Canada **Canada**

👍 665 67 comentarios 65 veces compartido

https://www.menumag.ca/2019/10/18/one-on-one-with-hemant-bhagwani/?utm_source=Facebook&utm_medium=SMAC&fbclid=IwAR2Dzbin9Olw7KfYUgfJnUpRfArvZvCpm4z0jxWGW5CgMdvWeQYc1ZZEkQo

 **Canadian Immigration and Citizenship** ✓
21 de diciembre de 2019 · 🌐

Did you know? Immigrants represent 41% of all engineers in Canada and are helping to build the Canada of the future. Infrastructure is just one of the many engineering fields where immigration makes a positive impact to Canada's economy. Learn how #ImmigrationMatters and how it contributes to making Canada a world-class country for engineers: <http://bit.ly/2Y8Tbjn>



**#IMMIGRATION
#MATTERS**

 Immigration, Refugees and Citizenship Canada Immigration, Réfugiés et Citoyenneté Canada

Canada 

CANADA.CA
Growing Canada's future - Canada.ca
Growing Canada's future

https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/immigration-matters/growing-canada-future.html?utm_source=facebook&utm_medium=SMAC&utm_campaign=immigration_matters&utm_content=image&fbclid=IwAR09ywdthB4OckHRoQZ3ua3JiK4VMYw8WXrd5jvFZU0f9lie15IU_PvCRsQ

Proposal of accompanying the Federal Government #immigrationmatters initiative by using The Municipality of the County of Kings' available social media .

Goal: To Publish weekly one media content

- To show bi-weekly a brief story of an immigrant or a minorities member, high-lighting their contribution into the community or local industry
- To share bi-weekly statistics and reports about immigrants and minorities contribution to our local and provincial community
- To Share #immigrationmatters content on our local social media.

- Time effort: 3-4 hours/week
- Content creator, Municipality Staff review

