

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

**Wednesday, August 12, 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: • July 6, 2020	Decision	Chair - All	2
6.	Business Arising from Minutes	Discussion	All	-
New Business				
7.	Racism and discrimination in Kings County	Discussion	RCMP Staff Sargent Rob Jodrey and RCMP Inspector Dan Morrow	-
8.	Municipal Elections Update Link: https://www.countyofkings.ca/government/elections.aspx	Discussion	Barb Illsley-Jess, MoK Returning Officer	-
9.	Citizen membership on Municipal committees	Discussion	Brittany Mastroianni	4
10.	AMANS-NSFM webinar July 23, 2020: Canadian Coalition of Municipalities Against Racism and Discrimination	Discussion	Brittany Mastroianni / Jim Winsor	12
11.	Action Plan, Consultant Services awarded	Discussion	Brittany Mastroianni	-
12.	Work Plan update	Discussion	Brittany Mastroianni	24
13.	Committee member activity reports (verbal)	Discussion	All	-
Correspondence				
Other Business				
14.	Public Comments			-
15.	Next Meeting: Monday September 9, 2020 at 5:00 pm TBD: WebEx or In-Person	Decision	All	-
16.	Adjournment	Decision	All	-

Diversity Kings County Committee
July 6, 2020 at 5pm

Call to Order	Councillor Jim Windsor, Chair, called the meeting to order at 5:13pm via WebEx video and audio conferencing
1. 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)* joined meeting at 5:37pm</p> <p>Devon Adams (Citizen Member)</p> <p>Meg Hodges for Emily Lutz (Councillor, Municipality of the County of Kings)</p> <p>Gerard Tremere (Citizen Member)</p> <p>Marg Daley (Citizen Member)</p> <p>Sergio Restrepo (Citizen Member)</p> <p>Ty Walsh (Councillor, Town of Berwick)* left meeting at 6:34pm</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	<p>Zabrina Whitman, Coordinator, Indigenous Affairs, Acadia University</p> <p>Shauna Jacobs, Employment Supports Specialist, Autism NS - Kentville</p>
Regrets	<p>Emily Lutz (Deputy Mayor, Municipality of the County of Kings)</p> <p>Oonagh Proudfoot (Councillor, Town of Wolfville)</p>
Absent	Dean Tupper (Citizen Member)* could not confirm if he was in attendance
Quorum achieved	
2. Additional to the Agenda	None
3. Approval of the Agenda	On the motion of Bev Bliss, seconded by Ty Walsh, the agenda be approved as circulated. Motion Carried
4. Disclosure of Conflict of Interest Issues:	None
5. Approval of the previous minutes	On the motion of Bev Bliss, seconded by Sergio Restrepo, the minutes from June 01, 2020 be approved as circulated. Motion Carried
6. Business arising from the minutes	None
New Business	
7. Indigenous Identity: Self Identifying Groups in Nova Scotia	<p>Zabrina Whitman, Coordinator, Indigenous Affairs, Acadia University informally presented to the committee discussing the issues surrounding self-identification specifically related to Metis in Nova Scotia.</p> <p>Some discussion was had surrounding this topic, the history of indigenous peoples and the Indian Act.</p> <p>The committee was informed and pleased to hear that there is curriculum being developed now for middle schools.</p> <p>To the question of 'what can we do as allies?' Zabrina suggested you have the hard conversation and work to educate people that Metis is specific to Ontario westward and encourage people to explore their potential indigenous roots through Wula Na Kinu (https://www.mikmawns.ca/)</p>

8. Employment Supports Specialist with Autism Nova Scotia	Shauna Jacobs, Employment Supports Specialist with Autism NS based in Kentville presented to the committee detailing this new position in our area. Specifically explaining the 4 main aspects; direct outreach, intake & assessment, direct referrals and ongoing service navigations. This is new to our area but has been in place in the Halifax region for some time and is being received very well. Currently she is in the outreach stage and asked that if anyone knows of any employers who may be interested in discussing partnership or any individuals who may be interested in seeking employment they reach out to her directly.
9. Town of Kentville renaming of Cornwallis St.	The Town of Kentville passed a motion to rename Cornwallis St. A committee will be formed and will be headed up by Rachel Beddingfield. The committee supports the Town of Kentville in this endeavor and agreed that this is a great opportunity for and may add momentum for the County and others to look at what they can do too.
10. RFP: Action Plan update	Brittany Mastroianni, Diversity and Outreach Specialist advised the committee that the RFP has been available to the public and questions of clarification have started to come in; the deadline for the written portion is due July 16 with financials due the week following. Saltwire also did an article on this which has helped to get this initiative out to the public. It is anticipated that a report to council will be ready for March 21, 2021 Some discussion took place surrounding the need for cost sharing and the potential of this becoming a regional committee rather than solely an MoK funded committee/project. This lead to discussions of preparing a presentation to go in front of each Town and other potential partners (Chamber of Commerce among others).
11. Strategic Communication Proposal on Social Media	Brittany Mastroianni presented a briefing and advised more info will come to this committee in September as work continues on Phase 1.
7. Work Plan update	This standing item was quickly reviewed and will continue to be included for brief review in all future meetings to ensure the committee work continues as intended.
10. Committee Member Reports	There was no discussion of this item.
Other Business	
Next Meeting:	Wednesday August 12, 2020 at 5pm likely via WebEx conference
9. Adjournment	
Adjournment:	On the motion of Cate Savage, seconded by Bev Bliss, the meeting be adjourned. Motion carried.

Approvals:

Diversity Kings County Committee



Municipality of the County of Kings

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Land of Orchards, Vineyards and Tides

BOARDS & COMMITTEES LIST

- 1 ANNAPOLIS VALLEY REGIONAL LIBRARY BOARD
- 2 ANNAPOLIS VALLEY TRAILS COALITION BOARD
- 3 ASSET MANAGEMENT COMMITTEE
- 4 AUDIT COMMITTEE * 2 citizen appointees
- 5 BUDGET AND FINANCE COMMITTEE
- 6 CENTREVILLE AREA ADVISORY COMMITTEE
- 7 DIVERSITY KINGS COUNTY * 7 citizen appointees
- 8 ECO-KINGS ACTION TEAM
- 9 FENCES ARBITRATION COMMITTEE * 1 citizen appointee
- 10 FIRE SERVICES ADVISORY COMMITTEE * 3 citizen appointees
- 11 GRAND VIEW MANOR - no longer active
- 12 GREENWOOD SOURCE WATER PROTECTION COMMITTEE * 1 citizen appointee
- 13 KENTVILLE JOINT FIRE SERVICES COMMITTEE
- 14 KENTVILLE WATER COMMISSION
- 15 KINGS POINT TO POINT TRANSIT
- 16 KINGS REGION EMERGENCY ADVISORY COMMITTEE
- 17 KINGS REGIONAL REHABILITATION CENTRE BOARD
- 18 KINGS TRANSIT AUTHORITY
- 19 KINGS YOUTH COUNCIL - not currently active * 10 citizen appointees
- 20 KINGSTON AREA ADVISORY COMMITTEE
- 21 LAKE MONITORING COMMITTEE
- 22 LANDSCAPE OF GRAND PRE INC. BOARD
- 23 MCMASTER MILL HISTORIC PARK COMMITTEE
- 24 MUNICIPAL ELECTIONS ADVISORY COMMITTEE
- 25 NEW MINAS AREA ADVISORY COMMITTEE
- 26 NEW MINAS SECONDARY PLANNING STRATEGY WORKING GROUP * 3 citizen appointees
- 27 NOMINATING COMMITTEE
- 28 PLANNING ADVISORY COMMITTEE * 3 citizen appointees
- 29 POLICE SERVICES ADVISORY COMMITTEE * 3 citizen appointees
- 30 PORT WILLIAMS AREA ADVISORY COMMITTEE
- 31 PORT WILLIAMS SOURCE WATER PROTECTION COMMITTEE
- 32 REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE
- 33 REGIONAL SEWER COMMITTEE
- 34 SANDY COURT SOURCE WATER PROTECTION COMMITTEE * 1 citizen appointee
- 35 TRANS COUNTY TRANSPORTATION SOCIETY (WEST)
- 36 VALLEY COMMUNITY FIBRE NETWORK
- 37 VALLEY REGIONAL ENTERPRISE NETWORK LIAISON AND OVERSIGHT COMMITTEE
- 38 VALLEY WASTE RESOURCE MANAGEMENT AUTHORITY
- 39 WESTERN REGIONAL HOUSING AUTHORITY * 1 citizen nominee
- 40 WOLFVILLE SOURCE WATER PROTECTION COMMITTEE

Audit Committee

Composition

The Audit Committee shall have:

- Four (4) members of Council.
- Two (2) citizen members*

* Citizen members must possess strong financial literacy and will ideally have a professional accounting designation. Auditing experience will be considered an asset.

Responsibilities

The Audit Committee is a standing committee of Council responsible for oversight of financial reporting, disclosure, and internal financial controls.

The Committee is how Council ensures independent review and monitoring of the Municipality's financial reporting processes, internal controls, and independent auditors.

The Committee ensures fair presentation of the financial position of the Municipality in accordance with Canadian generally accepted accounting principles, and ensures that appropriate systems and controls are maintained for the proper recording of transactions and protection of assets.

The Committee will uphold confidence in the integrity of the Municipality's financial reporting.

Meeting Schedule

The Audit Committee shall meet at least three (3) times per fiscal year.

Remuneration available to citizen appointees

Diversity Kings County

Composition

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

- Two Municipal Councillors
- Two Municipal staff, one of whom represents the local union and one of whom is the Human Resources Specialist
- Three citizens, one each from the Towns of Berwick, Kentville, and Wolfville
- Three to six citizens who reside in the Municipality outside of the three Towns

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

Responsibilities

Diversity Kings County functions to engaged the community and formulate action plans to address issues concerning social marginalization, equity, racism, and discrimination within the County.

Diversity Kings County also examines issues and barriers in creating a community that is inclusive and welcoming to all.

Meeting Schedule

Monthly meetings; first Monday of the month, 5:00pm

Remuneration available to citizen appointees

Fences Arbitration Committee

Composition

The Fences Arbitration Committee shall consist of,

- One member from the municipality appointed by the Nova Scotia Federation of Agriculture
- One member appointed by the council of the municipality*

* The member appointed by the council of a municipality pursuant to subsection (1) of the Act may be an employee of the municipality and shall be the chair of the committee.

- The Nova Scotia Federation of Agriculture and the council of the municipality shall each appoint an alternate member to serve on the committee when requested to do so by the member appointed by the council of the municipality or the Nova Scotia Federation of Agriculture, as the case may be.
- The members of a committee hold office for a term of not more than four years.
- Members of the committee and alternate members of the committee appointed pursuant to this Section shall be residents of the municipality for which the committee is established. 2002, c. 1, s. 11; 2016, c. 20, s. 3. Of the Act.

Responsibilities

The Fences and Detention of Stray Livestock Act (R.S., c. 166) is intended to be utilized when adjacent livestock farms have a dispute as to fences on or between properties. The Act requires every municipality to have a committee, to be known as Fences Arbitration Committee, consisting of one resident from the municipality appointed by the Nova Scotia Federation of Agriculture and one member/staff member appointed by the municipality.

The purpose of this committee is to deal with fence disputes that arise from Section 5 (1) of the Act which states that 'The owner of a livestock farm shall build and maintain fences adequate to prevent his livestock from escaping from his farm'

Meeting Schedule

Meeting shall be held within seven (7) days of Municipal Clerk receiving in writing, a notification and immediately refer the matter to the chair of the committee.

Remuneration available to citizen appointees

Fire Services Advisory Committee

Composition

The Fire Services Advisory Committee shall be comprised of sixteen members, who shall be appointed by Council as follows:

- Three members of Council who are appointed on the following basis: one member from each of the Western, Central and Eastern areas of the Municipality
- Thirteen Fire Chiefs or their designates
- **Three non-councillors who are residents of the Municipality and who shall be appointed on the following basis: one member from each of the Western, Central, and Eastern areas of the Municipality. Should Council not receive any applications for citizen members from a particular geographic area, Council may appoint an applicant from another part of the Municipality to represent that area. Active Fire Fighters and Fire Commissioners shall not be considered; former Fire Fighters and Fire Commissioners from within the Region serviced by the 13 Fire Departments shall not be considered.**

Role

The Fire Services Advisory Committee was established by Council in June 2016. It is a consulting and recommending body to Council in order to assist Council in addressing issues related to the provision of fire services in the Municipality of the County of Kings.

Meeting Schedule

Quarterly meetings, time and place of each will be decided at the preceding quarterly meeting.

Remuneration available to citizen appointees as well as to Chiefs or their designates

Greenwood Source Water Protection Committee

Composition

The Committee shall be composed of stakeholders of the Utility and will consist of the following:

- Planning Advisor (Municipality's Manager of Community Development or designate)
- Engineering Advisor (Municipality's Manager of EPW, Lands and Parks Services or designate)
- District Councillor (Chair of the Committee)
- **Citizen Representative appointed by Council**
- A Commissioner from the Village of Greenwood appointed by Council
- Representative of Nova Scotia Environment
- Representative from the Greenwood Water Utility (employee of the Municipality)
- Representative from 14 Wing Greenwood (Ex officio, non-voting)

Responsibilities

The mandate of the Greenwood Source Water Protection Committee is to advise Municipal Council and Staff on the development and maintenance of a mutually beneficial, locally developed and administered Source Water Protection Program that protects the water source(s) of the Greenwood Water Utility.

Meeting Schedule

Meetings: semi-annual; special meetings as required.

Remuneration available to citizen appointees

Kings Youth Council

Committee currently under review

New Minas Secondary Planning Strategy Working Group

Composition

Membership of the Working Group shall include representatives as follows:

- 2 members of Council as selected by Municipal Council
- 3 Village Commissioners as selected by the Village Commission
- 7 members of the public; 4 of whom are to be nominated by the Village Commission and 3 additional members being nominated by the Municipality. These diverse members are to be representative of both the residents and business community within the Growth Centre. Public appointments do not necessarily need to reside in the Municipality.

Responsibilities

1. Provide local knowledge and New Minas contextual information to the Project Consultant;
2. Provide advice to the Project Consultant on the form and content of public and stakeholder engagement;
3. Assist the Project Consultant with identification, outreach to and communication with individual stakeholders in the community;
4. Participate in public consultation sessions hosted by the Project Consultant with the intent to collect and consider perspectives of stakeholders, business interests, civil society organizations and community members. In order to ensure equitable participation by interested persons and/or organizations, such sessions shall be conducted with an emphasis on advancing equity and dignity for all people, fostering positive and respectful relationships, and protecting human rights in a manner consistent with applicable legislation and the Municipality's obligations as member of the Coalition of Inclusive Municipalities.
5. Review the results of public engagement efforts;
6. Review scenarios for the development of the Growth Centre prepared by the Project Consultant and provide preliminary guidance on a preferred development scenario;
7. During the development of a draft Secondary Planning Strategy by the Project Consultant, provide guidance as needed on planning policy matters with potential diverging options;
8. Review the draft Secondary Planning Strategy as developed by the Project Consultant.

Meeting Schedule

Meetings are held on an as needed basis.

Planning Advisory Committee

Composition

- Five Councillors
- Three non-Councillors who are residents of the Municipality and who are appointed on the following basis: one member from each of the Western, Central, and Eastern areas of the Municipality, as shown on Schedule A. Should Council not receive any applications for citizen members from a particular geographic area, Council may appoint an applicant from another part of the Municipality to represent that area.
- Council shall also appoint an alternate member/alternate members of Council to the Committee (Alternate Member(s)) and the Alternate Member(s) may attend and vote in the place of any absent Council Member.

Responsibilities

The Planning Advisory Committee is a committee established by Municipal Council as enabled by Section 200 of the Municipal Government Act (MGA).

As per the MGA, the purpose of a Planning Advisory Committee is to advise respecting the preparation or amendment of planning documents and respecting planning matters generally.

The Planning Advisory Committee makes recommendations to Council.

Meeting Schedule

Monthly meetings; second Tuesday of the month, 1:00pm

Remuneration available to citizen appointees

Sandy Court Source Water Protection Committee

Composition

The Committee shall be composed of 5 members:

- Appointed Kings County Councillor or appointee
- Representative for the Water Utility
- Representative from the Aylesford Village Commission
- Citizen Representative
- Representative from the Nova Scotia Environment

Responsibilities

The Municipality of Kings owns and operates the water utility that provides the potable drinking water to the Sandy Court Area located in the Village of Aylesford. The Drinking Water Strategy issued by the Province of Nova Scotia requires that utilities that use ground water for drinking water undertake source water protection measures. The source water protection measures are the first barrier to a multi barrier approach to reduce the risk of contaminants getting into the ground water.

The mandate of the Sandy Court Source Water Protection Committee is to carry out a mutually beneficial, locally developed and administered Source Water Protection Program that protects the ground water source of the Sandy Court Water Utility located in the Village of Aylesford.

Meeting Schedule

Meetings: annually in January or February, special meetings as required.

Remuneration available to citizen appointees

Police Services Advisory Committee

Composition

The committee shall be comprised of eight (8) members, who shall be appointed by Council as follows;

(a) five (5) Councillors, three (3) representing the are served by the New Minas RCMP detachment and two (2) representing the are served by the Kingston RCMP detachment.

(b) three non-councillors who are residents of the Municipality and who shall be appointed on the basis: one member from each of the Western, Central and Eastern areas of the Municipality, as shown in schedule "A". Should Council not receive any applications from a designated geographic area, Council may appoint an applicant from another part of the Municipality to represent that area.

Responsibilities

The Police Services Advisory Committee advises Council on all policing matters within and affecting the Municipality of the County of Kings.

The duties of the Police Services Advisory Committee will be as follows:

(1) Act in an advisory capacity to Municipal Council in matters pertaining to the provision of policing services.

(2) Provide a forum for regular liaison and discussion between Municipal Council and the Royal Canadian Mounted Police concerning policing service within the Municipality, including deployment and number of personnel.

(3) To discuss community concerns relative to policing service and, in cooperation with the Royal Canadian Mounted Police, establish enforcement priorities.

(4) To advise Council concerning all financial and budgetary matters related to the provision of policing service.

(5) To support the current community policing philosophy through assistance in coordinating policing services with the programs of other local agencies and community groups to ensure the most effective use of policing resources in the community.

(6) To provide a forum for residents, taxpayers, business people, concerned citizens or groups to present, either in camera or in an open meeting, their complaints, concerns, or requests to both Municipal Council and to the Royal Canadian Mounted Police.

Meeting Schedule

Quarterly meetings; primarily Wednesday afternoons.

Remuneration available to citizen appointees

Western Regional Housing Authority

Composition

Min. 1 rep from each municipality in the Region served by the Housing Auth.

Min. 2 Provincial reps.

Max. 2 reps of tenants residing in premises managed by the Housing Auth.

The following are not eligible for appointment:

elected persons holding federal, provincial or municipal office;

spouse of an elected official;

employees of a Housing Auth., Dept. of Community Services, Canada Mortgage and Housing Corp, of the municipality that falls within the Housing Auth.'s jurisdiction;

individuals who own or are directors of companies that have entered into a rent supplement agreement with the Minister and the respective Housing Auth.;

employees or owners of businesses that deal with the Housing Auth.

Responsibilities

To oversee the management of public housing with respect to Applicant/Tenant matters in accordance with the practice and procedures established by the Minister.

Municipal representatives are nominated by the municipalities in the region served by the Housing Authority and appointed by the Minister of Community Services.

Meeting Schedule

Meet at least once a year as a Board.



Toolkit Summary

CANADIAN
COALITION OF
MUNICIPALITIES
AGAINST
RACISM AND
DISCRIMINATION

(CCMARD) – Toolkit for Municipalities, Organisations and Citizens.



“...BY TAKING ACTION TO COMBAT RACISM AND MULTIPLE FORMS OF DISCRIMINATION, MUNICIPALITIES ARE ABLE TO BUILD RESPECTFUL, INCLUSIVE AND SAFE SOCIETIES WHERE EVERYONE HAS AN EQUAL OPPORTUNITY TO PARTICIPATE IN THE ECONOMIC, SOCIAL, CULTURAL, RECREATIONAL AND POLITICAL LIFE OF THE COMMUNITY.”

– CALL FOR A COALITION OF MUNICIPALITIES AGAINST RACISM AND DISCRIMINATION, 2005

ABOUT

THE COALITION

The Canadian Coalition of Municipalities Against Racism and Discrimination (CCMARD) is one of six coalitions that compose the International Coalition of Cities Against Racism. The International Coalition, launched in March 2004 by UNESCO (the United Nations Educational, Scientific and Cultural Organization), consists of networks of cities interested in sharing their experiences to improve their policies against racism, discrimination, exclusion and intolerance.

CCMARD addresses the need for a platform to broaden and strengthen the ability to protect and promote human rights through coordination and shared responsibility among local governments, civil society organizations and other democratic institutions. It is based on a common desire to achieve two goals:

1. **Share experiences and lessons learned with others;**
2. **Strengthen policies to counter all forms of discrimination to achieve greater social inclusion.**

To realize these goals, CCMARD benefits from the valuable support of numerous partners, including the Canadian Association of Statutory Human Rights Agencies, the Canadian Commission for UNESCO, the Canadian Race Relations Foundation, the Racism-Free Workplace Strategy, Human Resources and Skills Development Canada (HRSDC) – Labour Program, the Federation of Canadian Municipalities, Human Rights Commissions in Alberta, Ontario and Saskatchewan, the *Union des municipalités du Québec*, the Alberta Urban Municipalities Association, the Union of Nova Scotia Municipalities, and the National Association of Friendship Centres. University research chairs, such as the *Chaire de recherche en immigration, ethnicité et citoyenneté (Université du Québec à Montréal)*, federal and provincial ministries and agencies as well as an important number of local stakeholders complete the network.

AS OF DECEMBER 31, 2011, 51 MUNICIPALITIES IN NINE PROVINCES HAD JOINED CCMARD.

An updated list of signatory municipalities can be found at www.unesco.ca and www.ccmard-ccmcrd.ca

International Coalition of Cities Against Racism

www.unesco.org/new/en/social-and-human-sciences/themes/human-rights/fight-against-discrimination/coalition-of-cities/

Canadian Coalition of Municipalities Against Racism and Discrimination

www.ccmard-ccmcrd.ca

THE 10

COMMON COMMITMENTS

Signatory municipalities of CCMARD rely on 10 Common Commitments to inform and guide their work. These Commitments relate to three primary areas of municipal responsibility:

THE MUNICIPALITY AS A GUARDIAN OF THE PUBLIC INTEREST

- 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.** Support policing services in their efforts to be exemplary institutions in combating racism and discrimination.

THE MUNICIPALITY AS AN ORGANIZATION IN THE FULFILLMENT OF HUMAN RIGHTS

- 5.** Provide equal opportunities as a municipal employer, service provider and contractor.
- 6.** Support measures to promote equity in the labour market.
- 7.** Support measures to challenge racism and discrimination and promote diversity and equal opportunity in housing.

THE MUNICIPALITY AS A COMMUNITY SHARING RESPONSIBILITY FOR RESPECTING AND PROMOTING HUMAN RIGHTS AND DIVERSITY

- 8.** Involve citizens by giving them a voice in anti-racism initiatives and decision-making.
- 9.** Support measures to challenge racism and discrimination and promote diversity and equal opportunity in the education sector and in other forms of learning.
- 10.** Promote respect, understanding and appreciation of cultural diversity and the inclusion of Aboriginal and racialized communities into the cultural fabric of the municipality.

ABOUT

THE TOOLKIT

This Toolkit is designed to be used by municipalities that have already joined the Coalition, those considering joining, as well as by community organizations and citizens encouraging participation by their municipality. It is designed to be user-friendly, adaptable to local communities' needs and helpful to municipalities at all stages of their CCMARD involvement. Whether a municipality is considering becoming a member, developing its Plan of Action or evaluating its efforts and continued involvement, there are tools to help. Inside you will find:

- **Information** about what it really means to the community to have their municipality be a part of the Coalition;
- **Examples of good practices**, procedures and events to address the full range of the 10 Common Commitments;
- **Useful Tools** such as sample media releases, the text of the CCMARD Declaration, examples of resolutions adopted by City Councils and examples of Plans of Action.

WHY MUNICIPALITIES?

Municipalities have unique strengths and capacities that make local government a critical actor in efforts to foster equality and respect for all citizens. These include: being the major political force within the local community; governing the delivery of essential services within the local community; having the capacity to influence public opinion and bring diverse interests together; and many more!

WHAT ARE THE BENEFITS OF JOINING CCMARD?

Municipalities benefit in several ways from membership in CCMARD. These benefits include: increased access to a network of municipalities throughout Canada and the world that promotes the sharing of best practices and resources to combat racism and other forms of discrimination; strengthened partnerships with local organizations, businesses and individuals concerned about discrimination; increased sustainability and documentation of anti-discrimination initiatives through the creation and implementation of a Plan of Action that is approved and adopted by Council.

OF INVESTING TIME AND RESOURCES TO CREATE A MORE WELCOMING AND INCLUSIVE COMMUNITY?

The successful, ongoing implementation of a CCMARD Plan of Action and the creation of a more welcoming and inclusive community offer several tangible benefits to a municipality: an enriched, safer and more cohesive life (improved community life); improved service delivery, fewer complaints to Council and reduced liability in the event of complaints on the basis of discrimination (improved efficiency); being a better position to attract and retain immigrants, Aboriginal peoples and under-represented populations in the workforce (improved economic life); and being better prepared and more effective in their response should an incident of discrimination occur (improved response).

BEFORE JOINING CCMARD

When a municipality decides to join CCMARD, careful planning and preparedness can help municipalities overcome these challenges and move into membership in CCMARD. Section 2 contains information and ideas for:

- **Engaging stakeholders** – The Toolkit presents some things to keep in mind when involving community stakeholders:
 - Consider Diversity
 - Vary Your Outreach
 - Be Creative and Flexible
 - Validate Experience
 - Recognize Limitations
 - Follow-Up
- **Understanding your local reality** – Taking the time to understand your unique local reality offers a number of benefits. Section 2 presents some of these benefits, which include ensuring that the actions you undertake are relevant, meaningful and achievable in your local context; allowing you to take into consideration the human and financial resources you have available to implement your Plan of Action; and contributing to the ongoing sustainability of your initiatives as community stakeholders take ownership of work that is important to them.
- **Developing a case for support** – Once community stakeholders are engaged and a deeper understanding of the local context in which you are living and working is gained, it is important to compile this information and develop a case for supporting CCMARD membership. Section 2 presents some ideas to help you strengthen your case for CCMARD membership:
 - Talk to other municipalities
 - Involve your stakeholders
 - Know the benefits of CCMARD membership
 - Be persistent

JOINING CCMARD

The process of becoming a signatory member of the Canadian Coalition is relatively simple. Section 3 presents the following **4 steps** to guide you in the process:

STEP 1

Prepare your case – Secure support (includes tips to secure support from your council and conduct an organizational readiness assessment)

STEP 2

Adopt a Resolution to join CCMARD and sign the Declaration (examples are provided)

STEP 3

Inform the Canadian Commission for UNESCO

STEP 4

Declare and celebrate your involvement (includes a list of days or month to which your event could be linked)

DEVELOPING A PLAN OF ACTION

This section covers key information to consider when creating your Plan of Action including:

- **Elements of success** such as forming a staff committee, engaging elected officials, involving stakeholders, linking to existing priorities, initiatives and networks, reflecting your local reality.
- **Identifying the issues** using informant interviews, document analyses and census data, focus groups, community forums and community advisory groups.
- **Establishing a baseline** (data on housing, public safety, education, etc.).
- **Identifying action items** that are SMART: **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, **T**ime-limited.
- **Indicators and evaluation** (Performance or implementation indicators, results indicators).
- **Examples of Plans of Action** for large, mid-size and small municipalities.

The section also presents examples about how to include gender-based analysis, link a Plan of Action to a Municipal Sustainability Plan (MSP), organize a community forum, monitor changes in ethno-cultural diversity and prepare an annual social outlook report.

IMPLEMENTING YOUR MUNICIPALITY'S PLAN OF ACTION

This section of the Toolkit addresses topics related to the implementation of your municipality's Plan of Action:

- **Locating Resources** – This section provides some ideas to help you locate the resources you will need in your community by identifying current community resources, project funding opportunities and municipal funding as well as by looking outside of government and establishing partnerships.
- **Addressing Challenges** – Some strategies that may be used to help overcome obstacles are highlighted, they include: re-visiting your common vision, diversity training and education, looking to your stakeholders and looking for quick wins.
- **Celebrating Successes** – Many options are possible: issuing an annual report card, celebrating a significant date or establishing a recognition program (examples are provided).
- **Sharing and Learning From Others** – Opportunities to share and learn from others include taking part in networking events, sharing informally, recognizing the expertise in your own community, being a sharer not a taker.

ABORIGINAL ENGAGEMENT

The CCMARD 10 Common Commitments clearly speak to the necessity of undertaking actions to address the discrimination and inclusion of Aboriginal Peoples. In order to effectively achieve this objective, true engagement of Aboriginal peoples in both the planning and implementation of CCMARD initiatives is required. This section explores this engagement and provides examples of how municipalities are doing this. It also highlights four principles of engagement of Aboriginal Peoples:

1. **Mutual Recognition**
2. **Mutual Respect**
3. **Sharing**
4. **Mutual Responsibility**

YOUTH ENGAGEMENT

This section presents the conditions for effective youth engagement and tips to engage youth. It also suggests ways to engage youth in CCMARD-related initiatives. They are:

- 1) Involve your **local Youth Councils/Advisory Groups**.
- 2) Get in touch with members of the **Youth Advisory Group (YAG)** of the Canadian Commission for UNESCO and with **UNESCO Associated Schools** in your area.
- 3) Use the **arts, sports and recreation**.
- 4) Link your initiatives with **programs and organizations** that are active in areas related to one or more of CCMARD's areas of action.
- 5) Encourage youth from your community to **participate in** national or international **contests, campaigns or trainings** related to inclusion and diversity.
- 6) Be inspired by what has been done in other municipalities and **exchange good practices**.

PROMISING PRACTICES

This section contains numerous examples of policies, programmes, events and resources to address each of the 10 Common Commitments.

For example, you will find the following information concerning **Commitment 6 (Support measures to promote equity in the labour market)**:

- **A Mentorship Pilot** – Vancouver, BC
- **A Work Experience Program** – Oakville, ON
- **Immigrationworks** and the **Connector Program** – Halifax Regional Municipality, NS
- The **Chamber of Commerce Group** – Stratford, PEI

You will also find information about:

- The **Youth Employment Strategy**
- The **Aboriginal Canada Portal**
- The **Hireimmigrants.ca Roadmap**
- The **Career/Edge Organization**

NFB FILMS FOR RECOMMENDED VIEWING

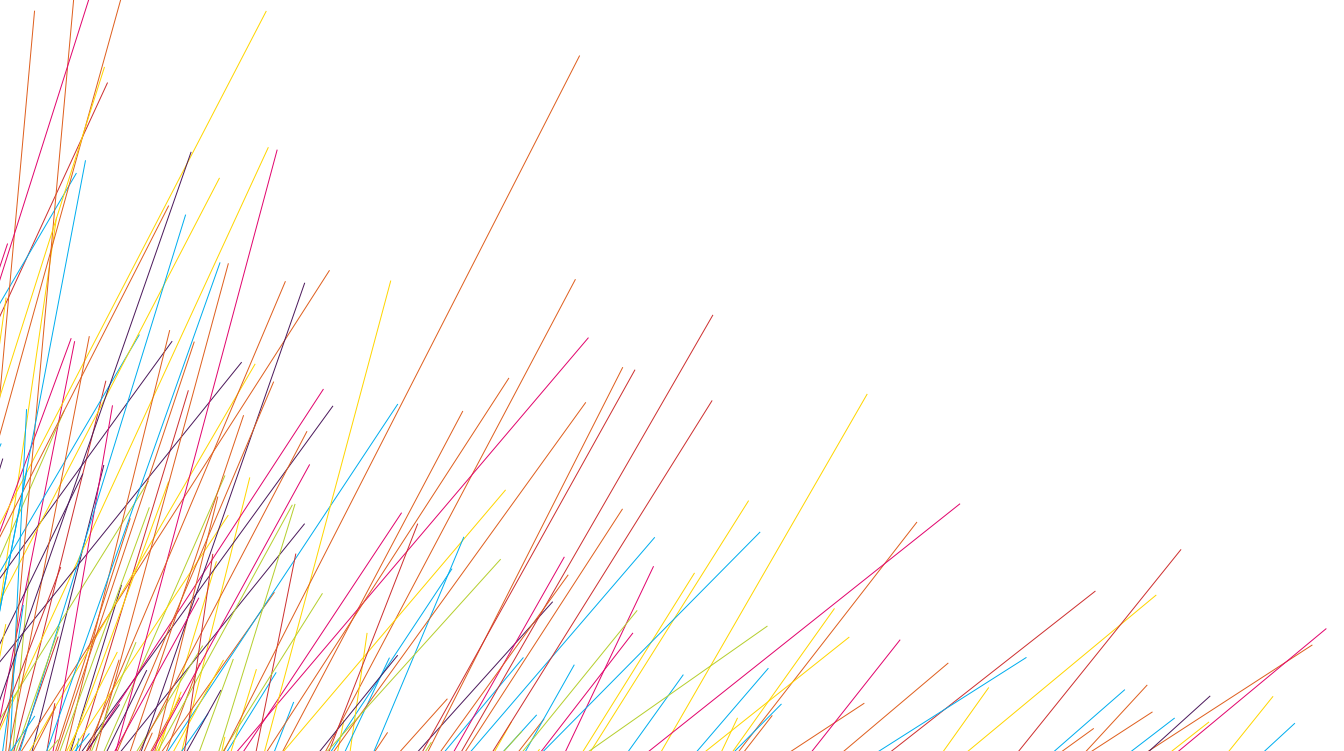
You will find in this section a list of films selected by the National Film Board of Canada (NFB) to illustrate the 10 Common Commitments (another list with French language NFB Films is available in the French version of the Toolkit). The films have been chosen to promote discussion and understanding among viewers.

For example, you will find the following **recommended films for Commitment 6 (Support measures to promote equity in the labour market)**:

- *As I Am*, Nadia Myre, 2010, 4 min.
- *Jaded*, Cal Garingan, 2010, 14 min 46 s.
- *Still Waiting for Justice*, Nadine Valcin, 2006, 15 min 20 s.
- *Hanging On*, Chedly Belkhodja, 2006, 14 min 10 s.

The Toolkit also provides **tips that may assist municipalities, organizations and citizens in introducing the recommended films to their community**. They include:

- set boundaries for the film screening and discussion;
- before screening a film, choose various motifs for your participants to look out for;
- host a debate;
- encourage participants to fill out a KWL chart (Donna Ogle, 1986).



“CCMARD IS ABOUT PEOPLE, AND HOW A LOCAL INITIATIVE HAS AN IMPACT AT THE LOCAL, NATIONAL AND INTERNATIONAL LEVEL. IT IS ALSO ABOUT HOW MEMBERS OF THE COMMUNITY CAN INFLUENCE PROGRAMMES AND POLICIES TO IMPROVE THE DAILY LIVES OF THEIR FELLOW CITIZENS.”

– DAVID A. WALDEN, SECRETARY-GENERAL, CANADIAN COMMISSION FOR UNESCO



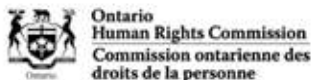
With the support of:



In partnership with:



Special thanks to:

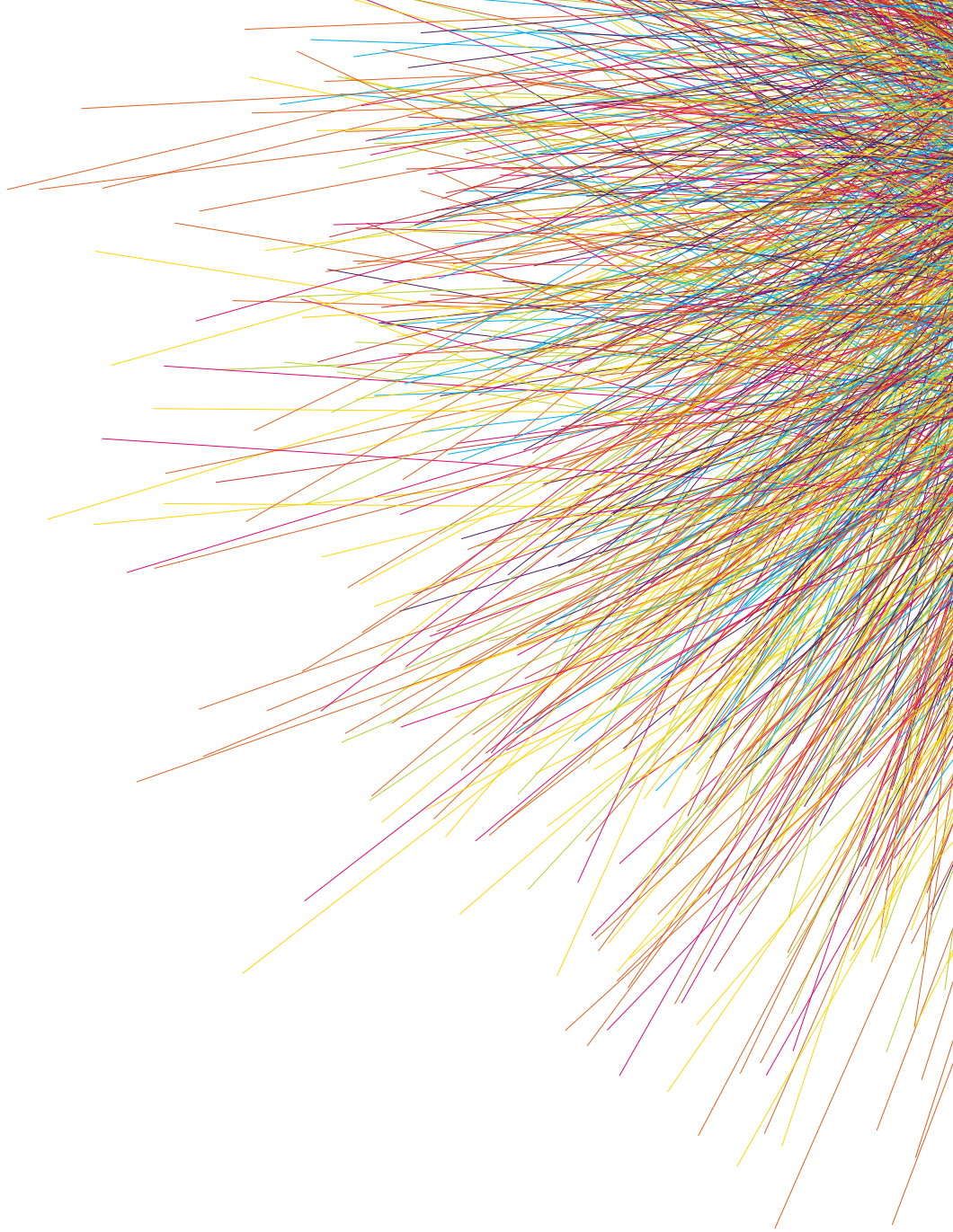


The Toolkit also contains a glossary of terms (section 10) as well as a list of selected resources (section 12) – toolkits and guides, reports and studies, videos and websites – related to CCMARD.

The complete Toolkit can be downloaded free at
www.unesco.ca and www.ccmard-ccmcrd.ca

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MUNICIPALITY OF THE COUNTY OF KINGS

DIVERSITY KINGS COUNTY WORK PLAN

August 12, 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 inclusive 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	RFP deadline for proposals of July 16, 2020 has passed and an award has been made, this is included for discussion in the Aug 12, 2020 meeting package
i. <i>Personal Declarations</i>		i. Develop various campaigns to inspire residents to engage in Equity, Diversity and Inclusion.			
ii. <i>Declarations for Businesses & Organizations</i>		ii. Develop a Declaration, process and program to engage and inspire Businesses and Organizations.			
iii. <i>Diversity Communications Plan</i>		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		Last discussed at the June 1, 2020 meeting; this will be sent to Policy Analyst for editing and updating

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	<p>NO NEW UPDATE as of Aug 12, 2020.</p> <p>*Gordon Russel, Policy Analyst began with MoK on June 22, 2020 to cover the Maternity and Parental leave</p>
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	Included to be addressed as part of the RFP Action Plan
	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	Included to be addressed as part of the RFP Action Plan

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	Included to be addressed as part of the RFP Action Plan
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. 	\$1,000	Sept. 2020	<ul style="list-style-type: none"> This task can be in collaboration with the Awareness Campaign below. <p>Included to be addressed as part of the RFP Action Plan</p>
		<ul style="list-style-type: none"> Develop messaging around the Committees work in Equity, Diversity and Inclusion 			
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	Included to be addressed as part of the RFP Action Plan
		<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	Included to be addressed as part of the RFP Action Plan as well as the discussion with RCMP included in the Aug 12, 2020 meeting agenda
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	Included to be addressed as part of the RFP Action Plan
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 July 6, 2020
Total Work Plan Budget Requirement			\$37,000		