

Diversity Kings County Terms of Reference

MUNICIPALITY OF THE COUNTY OF KINGS

April 7, 2014

Amended October 2, 2018

Amended September 21, 2021

1. Purpose

The purpose of Diversity Kings County is to:

- Assist with educating the public about where and how racism, discrimination, and exclusion are manifest in the Municipality of the County of Kings;
- Support adoption and implementation of Toward Equity and Diversity: A Strategy for Belonging in the Municipality of the County of Kings Action Plan (the Strategy);
- Recommend policies, programs, and practices designed to eliminate racism, discrimination, and exclusion, to monitor the effects of recommendations, and to report on the Strategy;
- Contribute to the undertaking of relevant activities within the Strategy; and
- Address broad issues of diversity, inclusion, justice, and belonging.

2. Authority

The Committee has the authority to:

- 2.1 recommend policies, programs, and practices designed to eliminate racism, discrimination and exclusion to Municipal Council.
- 2.2 Monitor and report to Council on the implementation and effects of the Committee's recommendations.
- 2.3 Provide input to the Municipality in the areas of diversity, equity, inclusion, justice, and belonging including, but not limited to the Strategy.

3. Membership

3.1 Members

Excluding Staff, Diversity Kings County shall be comprised of a maximum of 13 members including:

- 3.1.1 Two members of Municipal Council of the Municipality of the County of Kings;
- 3.1.2 Three representatives from Towns with one from each of the Towns of Berwick, Kentville, and Wolfville;
- 3.1.3 Six citizens who reside in the County of Kings, including the Towns, who are comprised of the following:
 - One newcomer, meaning an individual having moved to the Province of Nova Scotia in the previous five years;
 - One African Nova Scotian, including African Canadians and those connected to a Historically Black Community;
 - One Indigenous Person, including Inuit, Métis, and First Nations individuals;
 - One young adult between the ages of 18 to 25, inclusive, at the time of appointment; and
 - Two citizens at large, including those for whom English is an additional language, and those from gender-diverse and other equity-seeking groups.

Of the aforementioned individuals, preference shall be given to those residing in the Municipality of the County of Kings.

3.2 Selection of Members

3.2.1 The Municipality will advertise Committee positions in accordance with current practices. The advertisement shall contain the following:

Statement of Intent:

Our commitment is to be a diverse and inclusive organization representative of the communities we serve. We encourage applications from Indigenous Peoples, persons of African Descent, Nova Scotians connected to Historically Black Communities and other racially visible persons, persons living with disabilities, gender diverse persons, members of the S2LGBTQ+ Community, those for whom English is an additional language, youth, and members of other historically under-represented communities. While we recognize there can be an inherent difficulty doing so, if you are a member of an equity-seeking group, you are encouraged to self-identify in your application. Applicants throughout the Municipality are encouraged to apply.

3.2.2 The Towns of Berwick, Kentville, and Wolfville shall appoint their representatives for a term of their choosing. All other members must be appointed by the Council of the Municipality of the County of Kings via the Nominating Committee, with preference being given to residents of the Municipality of the County of Kings.

3.3 Membership Terms, Vacancies, and Remuneration.

3.3.1 Two Municipal Councillors of the Municipality of the County of Kings will serve one year terms.

3.3.2 Citizen members will serve two year terms.

3.3.3 Any member of the Committee who meets the Committee composition requirements may reapply for appointment; there shall be no limit on the number of consecutive terms any members may serve on the Committee.

3.3.4 Any member of the Committee appointed as a member of the Council of the Municipality of the County of Kings who ceases to be a member of Council shall cease to be a member of the Committee.

3.3.5 Any member of the Committee who ceases to be a resident of the County of Kings shall cease to be a member of the Committee.

- 3.3.6 Any member of the Committee who, without leave of the Committee, is absent for three consecutive regular meetings of the Committee, ceases to be qualified to serve as a member of the Committee.
 - 3.3.7 Vacant positions shall be filled as soon as reasonably possible and the person appointed may serve the remainder of the term of the person replaced. Vacant non-Council terms may be left unfilled only when the term becomes vacant less than six months from the scheduled end of the member's term.
 - 3.3.8 Remuneration of Committee members shall be in accordance with FIN-05-002 being the Council and Committee Remuneration Policy.
- 3.4 Voting
- 3.4.1 Appointed Members of the Municipality of the County of Kings Council, the Towns and citizen appointees shall be considered voting members of the Committee.
 - 3.4.2 Staff members and unappointed meeting attendees shall not have a vote.

4. Roles and Responsibilities

- 4.1 Committee members shall:
 - 4.1.1 Attend all Committee meetings;
 - 4.1.2 Share information from the Committee with organizations or communities to which they belong;
 - 4.1.3 Gather input and share with the Committee on relevant matters from organizations or communities to which they belong;
 - 4.1.4 Work toward the 10 UNESCO anti-racism commitments agreed to by the Municipality of the County of Kings (Appendix B);
 - 4.1.5 Represent the Committee at community functions as authorized by the Committee;
 - 4.1.6 Report to the Committee with regard to any functions at which they have represented the Committee; and
 - 4.1.7 Contribute to the implementation of the Strategy for Belonging.
 - 4.1.8 Committee members will work together to prepare an annual budget based on the annual allocation approved by Council.

4.2 Chair

4.2.1 The Chair shall be:

One of the two appointees from the Municipality of the County of Kings Council and selected by Committee members through election or consensus.

- Both members from the Municipality of the County of Kings Council must be present for selection of the Chair.

4.2.2 The Chair shall be responsible for:

- Ensuring the timely delivery of all Committee agendas and minutes;
- Serving as the Chair of meetings and ensuring that appropriate procedures are followed;
- Delivery of reports and recommendations to Council (if the Chair is the Mayor the other Member of Council may present the report and recommendations); and
- Serving as the representative of the Committee at official functions. This role may be delegated to the Vice Chair or other Committee members, as required.

4.3 Vice Chair

4.3.1 The Vice Chair shall be:

- One of the two appointed Municipality of the County of Kings Councillors
- Selected by Committee members.
- Both Members from the Municipality of the County of Kings Council must be present for the selection of Vice Chair.

4.3.2 The Vice Chair shall be responsible for:

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

4.4 Staff Roles

4.4.1 Recording Secretary

A member of Staff from the Municipality of the County of Kings shall serve as the Recording Secretary for all meetings. Minutes of each meeting shall be recorded by the Secretary and shall capture all recommendations of the Committee.

4.4.2 In accordance with the Administration of the Standing Committees of Council Policy (ADMIN-01-016), the Senior Staff Member, with support from the Diversity Specialist, shall without limitation be responsible for:

- Creating content for committee meetings.
- Gathering input or agenda content from Committee members.
- Ensuring the activities of the Committee are communicated effectively to the community as needed.

- Preparing press releases and ensuring they reach target audiences (in conjunction with Municipality of the County of Kings Communication Specialist).

5. Quorum & Decision Making

5.1 Quorum for the Committee shall be a simple majority of members inclusive of at least one Member of Council from the Municipality of the County of Kings.

5.2 Recommendations to Council shall require majority support by Committee members.

5.3

6. Reporting Guidelines

6.1 The Committee shall report annually to the Council of the Municipality of the County of Kings.

6.2 The Committee shall deliver reports, as needed, to Council. Such reports may include, but are not limited to, matters related to community engagement process and progress made on the Belonging Strategy.

7. Meetings

7.1 Meetings shall generally take place on the first Monday of each month. In the event the first Monday of a month is a holiday, the meeting shall be held on the following Wednesday.

Additional meetings may be scheduled as needed.

7.2 During winter months, storm dates will be scheduled in advance for all meetings. In consultation with the Chair, the Secretary shall determine whether a meeting is to be postponed because of inclement weather.

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

7.4 Meetings shall generally take place at Municipal Complex in Coldbrook, Nova Scotia.

7.5 All meetings of the Committee will be open to the public, unless otherwise permitted by *Municipal Government Act*.

8. Related By-laws and Policies

Policy FIN-05-002 Council and Committee Remuneration

By-law 64 Meetings and Procedure

By-law 102 Committees Governance

Approval and Review Dates

Approved: April 7, 2014
Amended: October 2, 2018
Amended: September 21, 2021

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.

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.