

Terms of Reference

Annapolis County Equity, Diversity, and Inclusion Advisory Committee

Purpose

The Annapolis County Equity, Diversity, and Inclusion (EDI) Advisory Committee ("the Committee") provides advice to the Town of Annapolis Royal Council, Village of Lawrencetown Commission, Town of Middleton Council, and Municipality of the County of Annapolis Council ("the Councils and Commission") on identifying, preventing, and eliminating discrimination (based on race, religion, national origin, ethnicity, gender, gender identity, gender expression, disability, or sexual orientation) in Municipal services.

The Committee plays a pivotal role in helping the Councils and Commission become more inclusive service providers in accordance with Nova Scotia's Dismantling Racism & Hate Act (Bill 96, 2022).

Scope and Role

The Committee provides advice and recommendations to the Councils and Commission on matters related to EDI as they relate to municipal services, policies, and community impacts. The Committee is advisory in nature and does not have decision-making or operational authority.

The Committee's role is to:

- Provide advice and recommendations on the implementation of the Equity, Diversity, and Inclusion Plan 2026-2029 ("EDI Plan").
- Monitor progress on the plans and provide input into annual progress reporting.
- Review and provide input on municipal policies, programs, projects, and services through an EDI lens, as requested by an ex officio.
- Support community awareness by receiving input from residents, community organizations, and subject-matter experts, and sharing relevant perspectives with the Councils and Commission.
- Advise the Councils and Commission on emerging EDI issues, trends, or legislative considerations that may affect the municipalities.
- Act as the voice and advocate for all residents and businesses in Annapolis County, promoting inclusion for all, speaking out against and educating those in need when hate, racism, or discriminatory words or actions are promulgated in our community.
- Provide advice to the Councils and Commission on opportunities to support community-based DEI initiatives, where resources allow.

Reporting Relationship

- Following each meeting, Council and Commission representatives shall report to their respective bodies on relevant outcomes.
- The Chairperson, or designate, shall present an annual written report to the Councils and Commission on the activities of the Committee.

- If any Council or the Commission requests an oral presentation, it shall be provided by the respective Council or Commission representatives.

Membership

The Committee aims to have the greatest possible representation from a diverse array of voices and equity-deserving groups, including community members with lived experience of discrimination based on race, religion, national origin, ethnicity, gender, gender identity, gender expression, disability, or sexual orientation.

Voting Members (up to 10):

(6) Community representatives from across Annapolis County, duly appointed by the Councils and Commission pursuant to the *Municipal Government Act*.

(Up to 4 Elected Officials) Each of the Councils and Commission may appoint 1 representative and an alternate. When the Council or Commission does not appoint a representative, another unit may have their alternate participate so that the elected officials total four.

Elected Official representation will be revisited each November, and all units will be asked to have representation on a rotating basis, at a minimum (i.e. always have a representative on the EDI or the Accessibility committee).

Non-voting members:

- Staff Support person, designated by the County of Annapolis CAO ("ex officio member").
- County of Annapolis Administrative Support person
- CAOs and Village Clerk may attend as ex-officio at their discretion.

Community representatives appointed to the Committee should have first-hand lived experiences as a person from an underrepresented or underserved community or work directly in a volunteer or employment role with such community members. The Committee shall endeavor to include representation from different geographical areas across the participating municipalities. Appointees should possess strong community knowledge, a solid understanding of EDI policies, practices, and terminology, as well as knowledge and ability to understand and respond to overt discriminatory, ableist, and racist actions while remaining comfortable having difficult conversations about such issues.

Community Members will be recommended by the CAOs and Clerk and approved by the Council for the County of Annapolis.

All members must adhere to and abide by the NS Code of Ethics Policy.

The Ex officio member, designated by the CAOs will:

- Be the lead staff contact for the Committee.
- Provide administrative and research support to the Committee.

- Engage the Committee to support actions in the Plans, when required.

Role of Chairperson and Vice Chairperson

The Chairperson shall be appointed from one of the Elected Officials and is ultimately responsible for chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Committee to staff. This includes the provision for adoption of work plans, policy directions, development of strategies, performing EDI reviews of individual local governments or jointly, and discussing opportunities for enhancing EDI in each of the local governments, as well as all other items incidental to the effective inter-municipal operations of the four local governments respecting EDI.

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability or conflicts of interest of the Chairperson.

Role of staff members

Staff members shall act as staff resources to the Committee to ensure the Committee has the best available information upon which to make decisions or recommendations to the Councils and Commission.

Terms and Length of Service

Except to the extent that the term of appointment is otherwise determined by statute, bylaw or policy, citizen members shall be appointed for one two-year term, with the term commencing in November following each municipal general election or bi-annual election anniversary.

Acknowledging the value of experience and the need for continuity, incumbents who are eligible and willing to seek reappointment may re-apply for one additional two-year term. When applying for reappointment, incumbents must complete an application form as provided by the Office of the Municipal Clerk.

Frequency of Meetings

Meetings of the Committee shall be held quarterly on such day as the Committee decides every two-year term of the Committee, with such meetings taking place at the time agreed to by the Committee. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee and prior notification is provided to Committee members.

Quorum Requirements

No decisions may be made at any Committee meeting unless a majority of the voting members of the Committee duly appointed are present. Quorum is six (6) voting members, which must include at least one elected official.

Attendance

A member appointed by Municipal Council who fails to attend three consecutive meetings of a board or committee without having been excused by resolution of the board or

committee shall be deemed to have resigned from the board or committee. Under those conditions, the position may be declared vacant, and the board or committee shall immediately notify the Office of the Municipal Clerk. Depending on the circumstances, the vacancy may or may not be filled.

Decision-Making Process

All decisions of the Committee shall be made by consensus vote of Committee members. Where a consensus is not forthcoming, the decision shall be determined by majority vote.

Agenda, Minutes and Resolutions

The Committee will receive administrative support from the Annapolis County Community Development Department, including meeting and agenda preparation, the recording of minutes, and communicating Committee recommendations to the staff representatives of the Councils and Commission.

Minutes and recommendations of the Committee shall be provided to each member of the Advisory Committee within a reasonable time after the conclusion of such meeting.

Conflict of Interest

It is expected that all members of the Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Advisory Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask the appropriate Council or Commission to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to the appropriate CAO by the Vice Chairperson.

Resources

The Committee may access the support of the three Chief Administrative Officers, Clerk/Treasurer, and other appropriate municipal and village staff, as authorized, to carry out research and develop timely and informed recommendations.

The Committee may also seek external funding for studies or staff support through a participating municipality, provincial, federal, or NGO partners, subject to existing budgets.

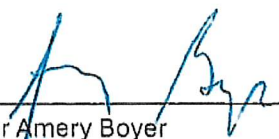
Confidentiality

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

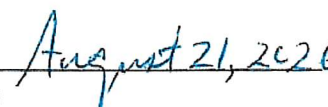
Communications

All communications and messaging from the Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Committee will be supported by all members of the Committee upon ratification. This does not limit the ability of individual members from speaking freely with the media, but in all such cases the individual Committee member should be clear that it is their personal opinion and not that of the Committee.

Approved:



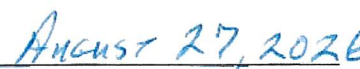
Mayor Amery Boyer
Town of Annapolis Royal



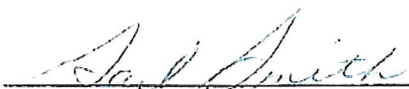
Date



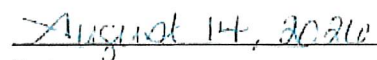
Chairman Brian Reid
Village of Lawrencetown



Date



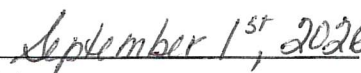
Mayor Gail Smith
Town of Middleton



Date



Warden Diane LeBlanc
Municipality of the County of Annapolis



Date