

Terms of Reference

Equity & Diversity Advisory Committee

Purpose

The Equity & Diversity Advisory Committee (“the Committee”) provides advice to Council 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 Municipality of Cumberland become a more inclusive service provider in accordance with Nova Scotia’s Dismantling Racism & Hate Act (“the Act”).

Role

The Committee shall:

1. Monitor the implementation of the Equity and Diversity Plan and contribute to the annual report on progress.
2. Advise Council on the creation of a refreshed Equity & Diversity Plan for April 2028.
3. Advise Council on the impact of municipal services, policies, and procedures on the public as it relates to equity, diversity, and inclusion.
4. As directed by the Municipality and in collaboration with the Community Engagement Coordinator:
 - Consult with the community on equity & diversity issues in Municipal services.
 - Provide input into awareness campaigns, events, and other initiatives.
 - Engage in work on specific actions related to the Equity and Diversity Plan.

Composition and Terms of Appointment

- The Committee aims to have the greatest possible representation from a diverse array of voices:
 - Citizens with lived experience in discrimination based on race, religion, national origin, ethnicity, gender, gender identity, gender expression, disability, or sexual orientation.
 - Citizens from different geographical areas of the Municipality.
- The Committee will have a minimum of 5 members.
- Citizen appointments will have their primary residence in the Municipality of Cumberland as outlined in the Policy on Citizen Appointments (Municipality of Cumberland Policy 13-03). An exception may be made if the citizen’s background and experience contribute a unique perspective to the committee’s work.

- The members of the Committee shall be appointed in April 2026, for a term of 2 years, and in accordance with the Policy on Citizen Appointments (Municipality of Cumberland Policy 13-03).
- The Committee shall elect a Chair and Vice Chair for the duration of term.

Roles and Responsibilities

- Committee members will:
 - Attend all regularly scheduled meetings.
 - Offer input to the committee meetings, plan development, plan monitoring and other work as required.
- The Chair will:
 - Fulfill the duties as a committee member, as outlined above.
 - In consultation with the Community Engagement Coordinator, facilitate the meetings and allow for input from all Committee members.
 - In the Chair's absence, the Vice Chair shall be responsible for fulfilling the role of the Chair.
- The Community Engagement Coordinator (Ex officio) will:
 - Be the lead staff contact for the Committee.
 - Provide administrative, plan development and monitoring, and research support to the Committee.
 - Work with the Clerk's office on the preparation and distribution of agendas, minutes and staff reports.
 - Engage the Committee to support actions in the Equity and Diversity Plan, when required.

Meetings

- The Committee shall meet at least quarterly, or as needed to fulfill its duties.
- A quorum shall be 50% plus 1 member of the committee.
- Committee meetings will be open to the public.

Conflict of Interest

Members shall declare all possible conflicts of interest before agenda items are presented and leave the meeting or that part of the meeting during which the matter is under consideration.

Review

These terms of reference are to be reviewed in 2028.