

**Municipality Of the District Yarmouth**  
**Diversity, Equity and Inclusion Advisory Committee (DEI)**  
**Terms of Reference**

**Purpose**

The Diversity, Equity and Inclusion Committee, a standing committee of Council, shall advise and assist Municipal Council in promoting and celebrating our diverse community. This aim shall be achieved through the review of municipal policies, programs and services resulting in recommendations which will encourage full participation by diverse communities in MODY.

The Diversity, Equity and Inclusion Advisory Committee reports to Municipal Council and is responsible for the following:

- a) Advise Municipal Council on creating a diverse and inclusive community by reviewing the Municipality's by-laws, policies, programs, practices and service standards;
- b) Provide a diversity lens and recommendations to the Municipality respecting materials, social media strategies, educational training, community engagement, and other issues that are believed to support diversity, equity and inclusion for all throughout the municipality;
- c) consult with provincial and federal departments and agencies such as Office of African Nova Scotia Affairs, Nova Scotia Office of Aboriginal Affairs, Nova Scotia Accessibility Directorate, and others as appropriate to keep apprised of programs and services for marginalized communities. Notwithstanding this, MODY's Diversity, Equity, and Inclusion Advisory Committee is charged with advising Council respecting the NS Dismantling Racism and Hate Act.
- d) Recommend ways to improve diversity, equity and inclusion in municipal programs, services, and infrastructure, fostering a respectful and equitable community for all to live and work in;
- e) Advise the Municipality on issues and concerns faced by persons from diverse and/or marginalized and racialized communities recommending options which the Municipality may implement;
- f) Advise on matters of government policy (municipal, provincial or federal) affecting persons from diverse and/or equity-seeking communities detailing the impact of these policies on the Municipality of Yarmouth;
- g) Receive and review information directed to it by Council, and make recommendations as requested;
- h) Consult with the community as directed by the Municipality.

**Membership**

The Advisory Committee consists of:

- a. Two (2) Municipal Councillors who shall be appointed by Council. Council representatives shall serve as long as Council chooses.

- b. up to ten (10) additional community members (per the Citizen Appointments policy)
  - c. Two (2) members of staff as appointed by the Chief Administrative Officer (ex-officio).
- b) Council will issue a call for applications to serve on the committee. Membership applications will be reviewed by Council, who will then appoint members to the committee.
  - c) Every effort will be made to ensure membership on the committee is reflective of the diversity in our community.
  - d) The councillors and community members appointed by Council have the right to vote.
  - e) Citizen representatives shall be appointed for a term of 4 years. Committee members may apply for a second consecutive term.

### **Qualifications**

Each member of the Committee is an independent representative to the Committee and does not represent the concerns of only one group. The members of this Committee shall work together for the purpose of developing a common approach which is reasonable and practical. Members shall be chosen for the special expertise, experience, dedication and commitment to the mandate of the committee in promoting and facilitating an inclusive and diverse Municipality of Yarmouth.

### **Roles and responsibilities – members**

Membership on this committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- a) Attend all regularly scheduled meetings
- b) Promote the role(s) of the Committee and its undertakings
- c) Offer input to the committee on all aspects of diversity, inclusion and equity barriers, including solutions and outcomes for positive results.

### **Roles and responsibilities – Chair person**

The Chair Person shall be chosen among the voting members. Either the Chair Person or Vice Chair Person shall be a member from Council. The Chair Person shall facilitate the meetings and allow for input from all Committee members. The Chair Person shall also act as the spokesperson for the Committee. In the Chair Person's absence, the Vice Chair shall be responsible for fulfilling this role.

### **Roles and responsibilities – staff (non-voting)**

Staff representatives from the Municipality of Yarmouth may provide administrative and research support to the Advisory Committee. This includes, but is not limited to, the preparation and distribution of agendas, minutes and staff reports.

### **Meetings**

- a) Meetings shall generally be open to the public and subject to meeting rules in the *Municipal Government Act*
- b) Minutes of a Committee meeting shall be presented for approval at the next Committee meeting.
- c) All meetings shall have an agenda and minutes which shall be stored in the Municipality's file management system and made public following approval by the Committee
- d) The Advisory Committee shall meet at least on a quarterly basis, or more frequently as determined by the Committee to fulfill its duties.
- e) Decisions of the Advisory Committee shall be made by a majority vote of those voting members present at a meeting, and shall be in the form of recommendations to Council.
- f) Quorum shall consist of a majority of the total number of voting Advisory Committee members.
- g) The committee shall adhere to the same procedural rules as those found in the Council Procedural Policy C-028-19 as applicable.

**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. Members shall adhere to the Council Code of Conduct as well as all Council by-laws and policies.

**Review**

These terms of reference are to be reviewed no more than six (6) months following each Municipal Election.