

Diversity Advisory Committee Terms of Reference

Purpose/Objective

The Town of Truro remains committed to supporting equity, diversity, inclusion and dignity of all people, as well as establishing equal opportunities in employment.

The Diversity Advisory Committee will continue to identify and work towards removing barriers in employment, through established practices in recruitment, hiring and training and will encourage promotional practices that will foster a climate of equity. The Diversity Advisory Committee will promote, through public activities, the climate of inclusion for all people within the Town of Truro.

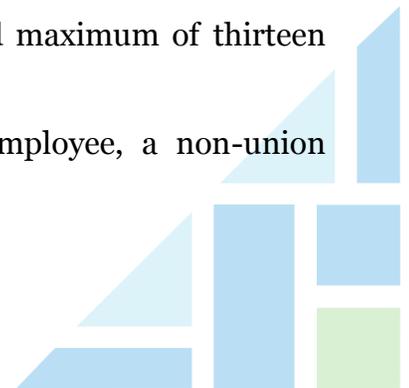
The Town of Truro is committed to, and proactively strives for, inclusion of all citizens. In order to achieve this, the Committee will make recommendations to Council designed to:

- a) Continue to identify ways to eliminate barriers to employment policies, procedures and practices of the Town;
- b) Establish practices to ensure the effects of systemic barrier are eliminated;
- c) Strive to achieve suitable representation of designated and underrepresented groups in the Town of Truro workplace;
- d) Strive to work towards a common goal of having appropriate representative levels of designated and underrepresented members within the Town of Truro workforce;
- e) Support and convene community events that bolster community unity and celebration.

Appointment of the Committee

The Committee shall be comprised of a minimum of nine and maximum of thirteen committee members including:

- a) Two municipal councillors;
- b) Three municipal staff, consisting of a management employee, a non-union employee and a representative from one union group;
- c) The human resource office;
- d) Three to six citizens who reside in the Town area.





The Committee may also invite external non-voting participants who represent key partner organizations and/or who bring expertise in relevant areas.

As per the Town of Truro's "Committees of Council" policy, any member who is absent from three consecutive regular meetings shall cease to be a member of the Committee and will be notified in a timely manner.

The Town of Truro will advertise Committee positions in accordance with current Town procedures. The advertisement shall contain the following statement:

As one example of this initiative to ensure recognition of the diversity within the Town, we are actively seeking applications from racially visible persons, persons with disabilities, members of other traditionally underrepresented groups and citizens with an interest in advancing anti-discrimination programs generally.

All members must be appointed annually by Truro Town Council via the Committee Member selection process, and must be residents of Truro.

Town Councillors will serve four year terms (to coincide with municipal elections). Citizen members will serve three year terms. New citizen members will be added to replace those who are completing or leaving the Committee for other reasons. There will not be set terms for Town staff members and the Human Resource Officer. There will be no limit on the number of consecutive terms any members may serve on the Committee.

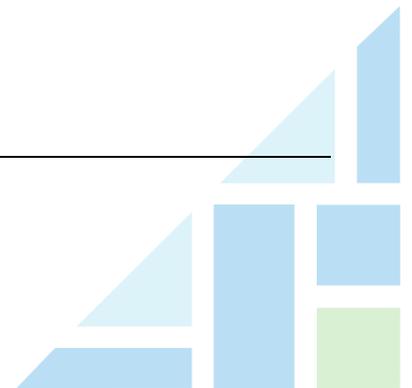
Town Councillors, Town staff members and citizens are voting members of the Committee. The Human Resource Officer does not have a vote. The Human Resource Officer's position on decisions will be noted in the minutes, and identified as non-voting contributions.

The Chair position will be held by a Town Councillor and selected by the Committee members. Both Town Councillor Members must be present for the selection of Chair. In the absence of the elected Chair, the other Town Councillor on the Diversity Advisory Committee shall assume the role of Chair.

Responsibilities of the Committee

In order to meet the goals of the mandate, the Committee will:

- a) Identify best practices through research and awareness;



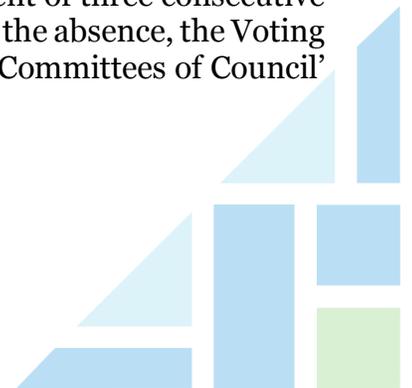
- b) Develop an ongoing work plan and, if approved by Council, share the plan with Town of Truro employees and citizens;
- c) Invite employees and the public to contribute ideas to increase awareness of inclusion and diversity in an open forum of discussion;
- d) Develop, review, update and oversee a Diversity Management Policy for approval of Council;
- e) Communicate equity responsibilities to the Town of Truro by:
 - i) Obtaining data on representation levels within Truro employment groups and conducting annual reviews of areas of progress and/or concern;
 - ii) Review the plans and results of Town of Truro equitable employment practices.
- f) Liaise with the Nova Scotia Human Rights Commission for research, education and increased awareness;
- g) Invite representatives from the Nova Scotia Human Rights Commission to Committee meetings on an annual basis.

The responsibilities of individual committee members are as follows:

- a) Attend committee meetings;
- b) Share information from the committee with the organization/communities they are representing;
- c) Gather input on relevant matters from the organization/communities they are representing to share with the Committee;
- d) Represent the committee as required at community functions;
- e) Report to the committee with regards to any functions at which they have represented the committee; and
- f) Contribute and participate in the Diversity Advisory Committee Work Plan

Accountability

Voting members are expected to attend and participate in a minimum of 75% of regularly scheduled meetings over the course of a calendar year. In the event of three consecutive meetings missed, without reasonable notice to the Committee for the absence, the Voting Member will be notified, in writing, as per the Town of Truro's "Committees of Council" policy, that he/she shall cease to be a member of the Committee.



Committee Meetings

All minutes of the Committee will be open to the public, unless they deal with sensitive Committee issues, according to the MGA guidelines (e.g. personnel matters).

The Committee will report annually via progress updates to the Town Council.

Meetings will generally take place on the third Tuesday of each month, beginning at 12 noon, at Town Hall. Additional meetings will be scheduled as needed.

During winter months, storm dates will be scheduled in advance for all meetings. The Secretary, in consultation with the Chair, shall determine whether a meeting is postponed because of a storm, and by 9:00am the day of the scheduled meeting, will inform Committee members that the meeting is postponed to the storm date.

Additional Information

For additional information on the Diversity Advisory Committee, please contact the Human Resource Officer at 902-893-6081 or via email at thamlin@truro.ca

