African Nova Scotian Community Strategy Committee
Town of Truro
Terms of Reference

Purpose

The purpose of the African Nova Scotian Community Strategy Committee is to provide strategic advice, direction, leadership, and actionable recommendations to the Town of Truro, to address the needs of the local African Nova Scotian community. The Committee will acknowledge and promote the history, contributions, and lived experiences of this unique community while ensuring that historical systemic and racial barriers are addressed.

Scope

The Committee will advocate and collaborate with the Town and other stakeholder organizations to be responsive to the needs of African Nova Scotian in their area of responsibility, but not limited to:

- Employment equity/fair hiring practices at all levels
- Programs for youth and seniors
- Recognition
- Health & wellness
- Dedicated community space
- Housing

The Committee will engage with and collaborate with the local African Nova Scotian community on all recommendations put forth to Council.

Authority

The committee will report directly to Town Council and the local African Nova Scotian community. Recommendations of the Committee put forth to Council will be addressed at public council meetings. The Committee has the authority to implement programs and projects previously approved by Council through the annual budget process.

Membership

The Committee will be comprised of ten (10) members, not including ex-officio members when required. Five (5) members from the Town of Truro Diversity Committee with a minimum of 60% of the committee members being of African descent and five (5) members from the local African Nova Scotian community (Truro and surrounding areas). The selection of the African Nova Scotian community members will be determined by an independent panel of local African Nova Scotian members with a focus on representing the diverse historic African Nova Scotian communities of Truro, as much as possible. The Committee composition (i.e., co-chairs, designated positions) will be determined by the Committee and reviewed periodically.

- 1 Co-chair from the ANS community
- 1 Co-chair from the Town of Truro
- 4 members from ANS community
- 4 members selected by the Town of Truro

Membership terms will be a period of three (3) years with an option to renew for a second three-year term. Subsequent terms and/or membership changes will be reviewed and determined by the Committee.

Accountability

Committee members are expected to attend meetings regularly. If a member is continuously absent from Committee meetings for a period of three consecutive regularly scheduled meetings, unless the absence is approved by the Chair, due to illness, or similar acceptable reasoning, the member is deemed removed and the Committee may proceed to replace that member pending ratification by Council. If a Committee member finds it necessary to resign from the Committee, a letter to that effect should be sent to the Chair of the Committee and copied to the Secretary.

Town Council under the advisement of the African Nova Scotian Community Strategy Committee, may remove any member of the Committee from office at any time.

Meeting Arrangements

Committee meetings will be held monthly, with the ability to call special meetings, when circumstances arise, up to a maximum of ten (10) full committee meetings per year. Monthly meetings will rotate between full committee meetings and African Nova Scotian community engagement. Meetings will be held in-person with an appropriate space provided by the Town. Full committee meetings will include an allocated agenda item to allow the local African Nova Scotian community to attend and provide feedback and/or advice directly to the Committee.

Reporting

The African Nova Scotian Community Strategy Committee will report directly to Truro Town Council with all recommendations, on an as needed basis.

The Committee will report to the local African Nova Scotian community on a quarterly basis by in-person meetings and/or special correspondence.

The Town of Truro will report to the Committee, the progress and outcomes of any recommendations brought forth to Council by the Committee.

Resources and Budget

The Committee will determine the required budget and request funding amounts from Council. The Town of Truro will apply for provincial and/or federal grant funding when it is recommended by the Committee and approved by Council.

The Town of Truro will also provide funds (as required) for:

- Hosting community meetings, guest speakers (honoraria), special events as recommended by the Committee; and
- Administrative support (agenda, scribe, correspondence, etc.)

Deliverables

In partnership with the Town, the Committee will develop an effective communication strategy to ensure as many African Nova Scotian community members as possible are aware of the Committee's progress and recommendations.

The Committee will be responsible for the development of reports and/or special correspondence that will be distributed to the local African Nova Scotian community.

Sharing of Information

Committee members will sign a confidentiality agreement, specifying no personal information will be discussed outside of committee meetings. Committee meeting discussions, when possible, will not use personal and/or identifying information when discussing the backgrounds or experiences of specific individuals.

Locally Driven Strategy

While the Committee welcomes input from interested groups, organizations, and federal or provincial authorities, this is a local strategy determined by and controlled by the local African Nova Scotian community.