



**Diversity Advisory Committee**  
Meeting Minutes  
March 5, 2025  
Douglas Street Recreation Centre

A meeting of the Diversity Advisory Committee of the Town of Truro was held on Wednesday, March 4, 2025, at the Douglas Street Recreation Centre.

**Present:** J. Flemming, B. Borden, S. Deslauriers, N. Gillis, A. Paris, L. Whiteland, T. Totten, M. Burgess and S. Roe.

**Regrets:** J R. Hunka, A. Graham, Joe Andrew, A. Saju, K. Kittilsen

**1) Welcome & Introduction**

Manager of Human Resources T. Totten and L. Whiteland were welcomed back to the Committee.

**2) Approval of the Agenda**

By motion of J. Flemming, the agenda was approved as circulated. Motion carried.

**3) Approval of Minutes**

The minutes of February 5, 2025, were amended to remove the line “It was noted that the Committee is lacking representation from the 2SLGBTQIA+ community” as it is no longer relevant. By motion of T. Totten and N. Gillis, the amended minutes were approved. Motion carried.

**4) Review of Revised Terms of Reference**

It was decided to exclude “from the CEC” in reference to a youth member of the committee.

It was decided to revise the Terms of Reference to allow for a maximum of 14 members of the Committee instead of 13.

By motion of S. Deslauriers and A. Paris it was moved to approve the changes to the Terms of Reference. Motion carried.

**5) Appointment of Citizen Member Review**

It was determined that the Committee can focus a membership search to meet the criteria of membership as outlined in the Terms of Reference. The Committee will try to fill the vacant positions of “a member from Millbrook First Nations” as well as “a youth member”.

## **6) Human Resources Discussion**

T. Totten explained that the current hiring practice includes a panel of three – usually the Department Head, Human Resources and lower-level management from the department. EDIA Coordinator would be welcome on the panel, this could be an option presented to potential employees.

Currently interview questions are offered to interviewees during the interview process and they can be kept during the interview. Providing questions too far in advance removes the “off the cuff” element which is important for the panel to hear. T. Totten commented that she might be able to get approval from Department Heads to provide the questions further in advance of the interview (15-30 minutes). Some discussion followed on how to enforce that an applicant does not reference their phone during this time. A. Paris will investigate the process that the Public Service Commission uses for phones during interviews.

There was some discussion on hosting a job fair which could focus on new arrivals to the area (Colchester Welcome Network), youth and underrepresented groups. T. Totten is in the process of reviewing all Town job descriptions and will have an updated database in the next 3-6 months.

L. Whiteland asked if there was a policy on Succession Planning for the Town. T. Totten said that there was not but that she could look into developing such a policy and bringing it to the Committee for review. She will reach out to her HR group for best practice ideas.

Some ideas were discussed for the hiring process including speaking with Department Heads for their ideas and/or experiences either individually or as a group (Senior Staff meeting). The idea of developing a pool of questions that HR can pull from for interviews was discussed. T. Totten will bring her matrix with standard questions to the next meeting as a starting point.

## **7) EMBRACE FESTIVAL**

The dates for EMBRACE have yet to be determined. The 2025 NS Stampede is scheduled for September 18-21. M. Fitzgerald will reach out to Matt Moore to find out if there are any conflicting daytime events on Saturday the 20<sup>th</sup> when EMBRACE would normally be held. Truro’s 150+ should be tied into the EMBRACE theme this year.

N. Gillis and S. Roe agreed to help on the EMBRACE committee.

## **8) New Business**

N. Gillis will make a presentation at the next DAC meeting.

**Next Meeting**

The next meeting of the Diversity Advisory Committee will be taking place on April 2, 2025, from 2:30-4.

**Adjournment**

On motion of J. Flemming, the meeting was adjourned at approximately 3:14 pm.

---

J. Flemming  
Chair