

Diversity Advisory Committee Terms of Reference

Purpose/Objective

The Town of Truro is committed to equity, diversity, inclusion, and dignity of all people and establishing equal employment opportunities.

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

The Town of Truro is committed to, and proactively strives for, the inclusion of all people. To achieve this, the committee will make recommendations to Council designed to:

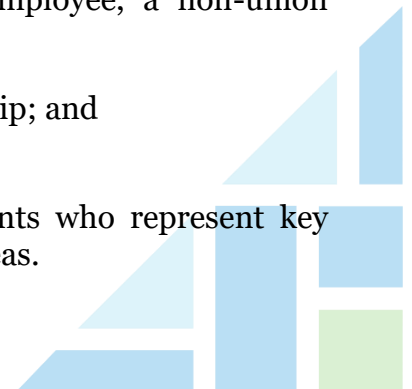
- a) Identify ways to eliminate barriers to employment through policies, procedures, and practices of the Town;
- b) Improve representation of designated and underrepresented groups in the Town of Truro workplace;
- c) Identify and advise on Town sponsored activities that promote community unity and celebration;
- d) Recommend methods of training and data collection that will further the goals of the Town of Truro with respect to diversity, equity, and inclusion.

Appointment of the Committee

The committee shall be comprised of a minimum of nine and a 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) Three to six residents of the Town of Truro;
- d) The Executive Director of the Downtown Truro Partnership; and
- e) The Human Resource Manager as required.

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



All members must be appointed annually by Truro Town Council via the committee member selection process and must be residents of Truro, except for the three municipal staff.

Town Councillors will serve four-year terms (to coincide with municipal elections). Citizen members will serve three-year terms. New resident 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 Manager. There will be no limit on the number of consecutive terms any member may serve on the committee.

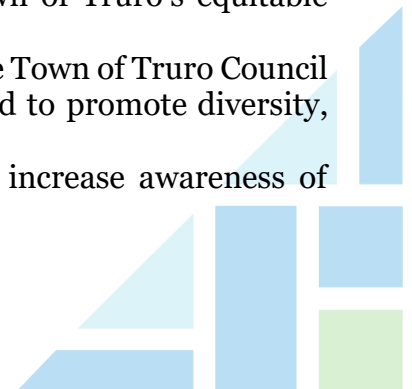
Town Councillors, Town staff members, and residents are voting committee members. The Human Resource Manager will act in an advisory capacity when attending meetings. The Human Resource Manager's position on decisions will be noted in the minutes and identified as non-voting contributions. The Human Resource Manager will update the Diversity Advisory Committee on a quarterly basis or when an issue needs to be addressed.

The Chair position will be held by a Town Councillor and selected by committee members. Both Town Councillor members must be present for the selection of the 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) Develop and create priorities to be presented to Council annually.
- b) Communicate equity responsibilities to the Town of Truro by:
 - i) Providing recommendations on training, data collection methods, and educational resources that will further the objective of the Town of Truro regarding diversity and inclusion;
 - ii) Review the plans and results of the Town of Truro's equitable employment practices;
 - iii) Advise and make recommendations to the Town of Truro Council on changes to policies or bylaws designed to promote diversity, inclusion, and equity;
- c) Invite employees and the public to contribute ideas to increase awareness of inclusion and diversity.



The responsibilities of individual committee members are as follows:

- a) Attend committee meetings;
- b) Share applicable 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's annual priorities

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 they shall cease to be a member of the committee.

Committee Meetings

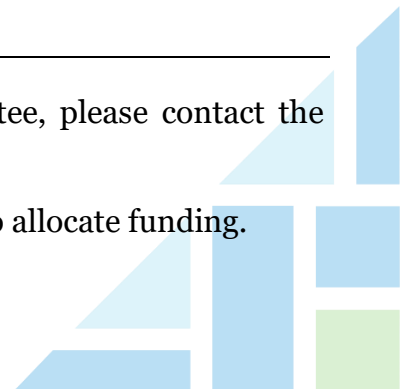
All committee meetings will be open to the public unless they deal with sensitive committee issues, according to the MGA guidelines (e.g., personnel matters).

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

Additional Information

For additional information on the Diversity Advisory Committee, please contact the Town of Truro at 902-895-4484 or inquiries@truro.ca.

The Diversity Advisory Committee does not have the authority to allocate funding.





For funding, please refer to the Grant Application Form by visiting the following:
<https://www.truro.ca/financial-assistance-grants.html>

