

STAFF REPORT

To: Council
From: Adam Dedrick, Director of Recreation & Parks
Approved by: Warren MacLeod, Chief Administrative Officer
Date: February 11, 2026
Subject: Equity & Anti-Racism Advisory Committee Terms of Reference

**Origin**

The Eastern Shelburne County Equity & Anti-Racism Plan requires the establishment of an advisory committee, and the first step is to develop a terms of reference.

Recommendation

THAT, Council of the Municipality of the District of Shelburne approve the Eastern Shelburne County Equity & Anti-Racism Advisory Committee Terms of Reference.

Background

The Eastern Shelburne County Equity & Anti-Racism Plan is a three year plan (2025-2028) that outlines how the Municipality of the District of Shelburne, Town of Shelburne, and Town of Lockport are going to identify, prevent and remove barriers for people of all backgrounds in our spaces, policies, programs and services. It will make sure that every person will be respected and treated fairly, no matter their race, gender, sexual orientation, abilities and more. It is a requirement to update the plan every three years. The plan has four Priority Areas that include Community Engagement, Inclusive Policies, Leadership Commitment and Accountability, and Education and Training. Each has specific action items.

Discussion

Under the Community Engagement priority one action item is to establish an Equity and Anti-Racism Advisory Committee made up of people from equity-deserving groups and organizations. The committee will be a committee of council and will be made up of council representatives from each of the three units and members of the public.

The main purpose of the advisory committee is to advise the three councils on the implementation and effectiveness of the Equity & Anti-Racism Plan and to provide oversight and accountability. The Terms of Reference outlines the purpose and role of the committee, terms of membership, and procedures. As per the terms of reference, the committee will aim to have representation from a diverse array of voices and equity deserving groups. Expressions of Interest for the appointment of community members to the Committee shall be invited by public advertisement with members being appointed by the three councils. Each council will appoint their own council member representative.

Attachments

-Eastern Shelburne County Equity & Anti-Racism Plan Terms of Reference

Eastern Shelburne County Equity & Anti-Racism Advisory Committee

Terms of Reference

1. Purpose

The Eastern Shelburne County Equity & Anti-Racism Advisory Committee (“the Committee”) provides advice to the three Councils (“the Councils”) representing the Municipality of the District of Shelburne, Town of Shelburne and Town of Lockeport on identifying, preventing, and eliminating discrimination (based on race, religion, national origin, ethnicity, gender, gender identity, gender expression, disability, or sexual orientation) in Municipal/Town services. The Committee plays a pivotal role in helping the Municipality/Towns become more inclusive service providers in accordance with Nova Scotia’s Dismantling Racism & Hate Act.

2. Role

- 2.1. Advise the Councils on the implementation and effectiveness of the Equity & Anti-Racism Plan.
- 2.2. Advise and make recommendations about strategies designed to achieve the objectives of the Equity & Anti-Racism Plan.
- 2.3. Advise the Councils on the impact of municipal services, policies, and procedures on the public as it relates to equity and anti-racism.
- 2.4. Assist in monitoring compliance with federal and provincial government directives and regulations.
- 2.5. Provide input and advice to the Councils with respect to updating the Equity & Anti-Racism Plan every three years.

3. Membership

- 3.1. The Committee aims to have the greatest possible representation from a diverse array of voices and equity deserving groups:
 - 3.1.1. Community members with lived experience in discrimination based on race, religion, national origin, ethnicity, gender, gender identity, gender expression, disability, or sexual orientation
 - 3.1.2. Community members from different geographical areas of the Municipality/Towns
- 3.2. The Committee shall consist of nine (9) voting members who serve without pay, except for associated expenses; six (6) community members and three (3) Council members. Each Council will appoint their own Council member representative. The six (6) community members are to be appointed by all three (3) municipal units. Additional community members may be appointed.
- 3.3. Expressions of Interest for the appointment of community representatives to the Committee shall be invited by public advertisement.
- 3.4. All Expressions of Interest will be sent to the Nominating Committee. This Committee will be comprised of the Mayors/Wardens of the three (3) municipal units or their designate. The Nominating Committee will send a recommendation to all three (3) Councils concerning the appointment of the community members.
- 3.5. Community members of the Committee shall be appointed for a term of two (2) years.
- 3.6. Council member appointments shall be for two (2) year terms.

- 3.7. If a community member vacates the Committee for any reason at any time before that member's term would normally expire, the Councils shall appoint promptly a new member to the Committee to hold office for the unexpired term.
- 3.8. If a Council member vacates the Committee for any reason at any time before that Council member's term would normally expire, the Council that the member represents shall appoint promptly a new Council member to the Committee to hold office for the unexpired term.
- 3.9. Any member of the Committee is eligible for reappointment.
- 3.10. Any member of the Committee, who is absent from three (3) consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or authorized by resolution of the Committee and noted in the Committee minutes. Any member who forfeits office is eligible for reappointments following the remainder of the unexpired term.
- 3.11. The Chair and Vice-Chair will be appointed annually by the Committee.

4. Rules of Engagement

- 4.1. The Committee shall meet at least quarterly, or as needed to fulfill its duties.
- 4.2. Committee meetings will be called by the Chair as required to fulfill the duties outlined. Meetings of the Committee shall be open to the public and advertised no less than one week in advance.
- 4.3. A majority of the appointed voting members of the Committee constitutes a quorum.
- 4.4. The Committee may receive presentations from the public upon the approval of the Chair.
- 4.5. The Committee may establish Working Groups to explore specific issues related to the Equity & Anti-Racism Plan and/or other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the Committee shall chair the Working Group.

5. Staff Resources

- 5.1. The Committee will be supported by municipal staff and consulting resources as required.
- 5.2. Staff appointed by the Councils will attend meetings as a resource to the Committee.
- 5.3. The Municipality/Towns will provide administrative support services to the Committee to aid in agenda preparation, minute taking, and other administrative duties as required.

6. Policy Review

- 6.1. These Terms of Reference will be reviewed by the Municipality/Towns at least every four years from the effective/amended date.