

ANTI RACISM SPECIAL COMMITTEE MINUTES

THURSDAY, FEBRUARY 11, 2021 AT 6:00 P.M.

VIA ZOOM MEETING

PRESENT:

Voting Members

Councillor Melissa Duggan, Chair
Deputy Mayor Peter Mosher
Rebecca Fisk
Saundra Vernon
Stephen Labrador, Acadia First Nation

Non-Voting Ex-officio Members

Piotr Luczak, LLB
Megan Meldrum, Graduate Student
Yvonne Mosley
Mayor Matt Risser

Advisors

Chavasse Bain, African NS Affairs
Cynthia Dorrington, Black Loyalist Heritage Centre
Jessika Hepburn, BIPOC South Shore
Mohammed Mousa, Social, Human Sciences & Youth CC
UNESCO

ALSO PRESENT: Heather McCallum, Assistant Municipal Clerk
Arthur MacDonald, Heritage Manager
Bea Renton, CAO

ABSENT: Alden Darville (Voting)
Jerin Kottakkal (Voting)

1. Call to Order

The Chair (Councillor Melissa Duggan) called the meeting to order at 6:05 p.m.

2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People

The Chair recognized Lunenburg's location on the unceded territory of the Mi'kmaq People.

3. Agenda – *motion to approve*

Motion: moved and seconded to approve the agenda as circulated. Motion carried.

It was agreed by the group that they would not use formal motions in future, but rather seek consensus. And further the Special Committee will loosen the format to be more casual.

4. Introduction of voting members, ex-officio members, and advisors

All attendees introduced themselves (**Attachment "A"**) and spoke on what they hoped to get out of participating in the Special Committee.

5. Background: Brief overview of how we got here

The Assistant Municipal Clerk gave a brief overview of the events leading up to the formation of the Special Committee as noted below.

- a. Council July 28, 2020 Presentation from Jessika Hepburn
- b. Council August 25, 2020 Staff Report "Anti-Racism Special Committee"
 - i. Intro to Municipal Action Plans for Ending Racism and Discrimination
 - ii. Intro to the Coalition of Inclusive Municipalities (Canadian Commission for UNESCO)

Mohammed Mousa provided a brief introduction to the Coalition of Inclusive Municipalities.

- c. Council November 12, 2020 Appointment of Council Members to Special Committee
- d. Council January 26, 2021 Staff Report "Anti-Racism Special Committee – Terms of Reference and Membership"

6. New Business

a. Draft Terms of Reference

The Committee reviewed the document for potential amendments (**Attachment "B"**), as noted below.

➤ Purpose/Objective

There were no objections to this section.

➤ Responsibilities of the Special Committee

The Committee would like some assurance that the output of the Special Committee will see action from Town Council. It was noted that the Project Lunenburg Comprehensive Community Plan (adapted by Council on November 17, 2020) includes action items connected to this Special Committee that must be completed in the first five years (**Attachment "C"**).

Item 1a) Add "barriers to economic prosperity".

It was noted that the NS Public Procurement Act, which applies to NS municipalities requires that the Town: “promote sustainable procurement in procurement decisions including identifying and exploring opportunities to work with and support social enterprises and businesses that are owned by and who employ underrepresented populations.”

Item 1b) Add “marketing” here, to support Item 1c.

Item 1d) Revise to read “implementation and ongoing monitoring and training”. Also add “equity” along with “anti-racism lens”.

The “organization” (the Town) was defined as everyone who is employed by or serves the Town in any capacity – staff, Council, consultants, committee members, and anyone else who acts as an agent of the Town.

➤ Membership of the Special Committee

It was confirmed that Councillor Duggan will speak to the work of the Special Committee to Council on an ongoing basis.

➤ Meeting Proceedings

An informal approach to the conducting meetings for the Special Committee is preferred over the “Council and Committee Meetings and Proceedings Policy”, which is a formal process.

The Terms of Reference will be edited by staff with the above changes and brought back to the next meeting of the Special Committee for consideration and recommendation to Council for approval.

b. Items for consideration by Special Committee: Ms. Hepburn’s presentation and Project Lunenburg CCP actions

CCP actions were reviewed above in 6a (**Attachments “C”**). The suggested actions from Ms. Hepburn’s presentation were not reviewed at this time and **will be brought forward to a future meeting**.

c. Housekeeping: Special committee member honourarium payroll form and Reference materials available to date

Voting members, with the exception of Councillors, are asked to complete the payroll form in order to collect their honourarium (**Attachment “D”**).

In response to a question, Heather noted that she will set up a shared folder with resources for the group on Sync (similar to Dropbox), with access to add materials:
Link: <https://ln2.sync.com/dl/db7d3a4b0#xeuc3mbv-dzyjhmqu-5325yg4d-5zgzbyj8>
Password: Lunenburg

7. Next Meeting

The following is a summary of suggestions made during the discussion of meeting frequency and scheduling:

- Pros and cons of meeting frequencies of every two weeks or monthly were discussed; this will be considered further at the next meeting.
- It was suggested that an intensive working group over a full weekend may be considered at some point during the mandate.
- A planning workshop was suggested by staff.
- The possibility of having guest speakers for ongoing education on the different issues facing different communities at future meetings was also raised. **Staff will source lived-experience speakers to bring forward for consideration.**
- The next meeting will focus on goal setting: see the Terms of Reference section “Responsibilities of the Special Committee” items 1 a-d, and the Coalition of Inclusive Municipalities’ “10 Common Commitments” (**Schedule “E”**).

The next meeting was scheduled for Thursday, February 25, 2021 at 7:00 p.m. on Zoom.

8. Adjournment

The meeting adjourned at 8:03 p.m.

Heather McCallum, Assistant Municipal Clerk

TOWN OF LUNENBURG

Anti-Racism Special Committee – Membership

February 11, 2021

Composition of the Special Committee [as approved by Council on August 25, 2020]	
Eight committee members:	Invited representatives:
<i>Two municipal Councillors (one of which shall Chair); [appointed on November 12, 2020]</i>	1. Councillor Melissa Duggan, Chair 2. Deputy Mayor Peter Mosher
<i>Two Citizens at large who have knowledge or expertise in African Nova Scotian or Indigenous affairs (who may or may not live within the Town;</i>	3. Alden Darville 4. Jerin Kottakkal
<i>Two representatives from African Nova Scotian Community;</i>	5. Rebecca Fisk 6. Sandra Vernon
<i>Two representative from the Indigenous Community (one of which shall be a representative from Acadia First Nations)</i>	7. Stephen Labrador, Acadia First Nation 8. TBD, Native Council of Nova Scotia
Other participants:	
<i>The Committee may also invite external non-voting participants who represent key partner organizations and/or who bring expertise in relevant areas.</i>	Ex-officio: <ul style="list-style-type: none"> • Piotr Luczak, LLB • Megan Meldrum, Graduate Student • Yvonne Mosely • Mayor Matt Risser
	Advisors: <ul style="list-style-type: none"> • Chavasse Bain, African NS Affairs • Cynthia Dorrington, Black Loyalist Heritage Centre • Tammy Hamlin, Town of Truro • Jessika Hepburn, BIPOC South Shore • Mohammad Mousa, Social, Human Sciences & Youth, CC UNESCO (Ottawa) • Celeste Sulliman, Treaty Education, NS Office of Aboriginal Affairs
<i>Town Staff shall be assigned to support the Special Committee (recording secretary and/or general advisory services)</i>	Staff: <ul style="list-style-type: none"> • Arthur MacDonald, Heritage Manager • Heather McCallum, Assistant Municipal Clerk (Recording Secretary)

**The Special Committee may choose to adjust the membership parameters of the group as part of their work.*

**TOWN OF LUNENBURG
ANTI-RACISM SPECIAL COMMITTEE
DRAFT TERMS OF REFERENCE**

January 13, 2021

Purpose/Objective

The Town of Lunenburg is committed to supporting equity, diversity, inclusion and dignity of all people. To this end, Lunenburg Town Council has established an Anti-Racism Special Committee with particular emphasis on anti-Black and Indigenous racism.

The Special Committee may make recommended amendments to revise their Terms of Reference to Town Council for approval throughout their term.

Responsibilities of the Special Committee

1. Develop a Municipal Action Plan for Ending Racism and Discrimination with emphasis on (but not limited to) anti-Black and Indigenous racism, including:
 - a) Identify ways and means to eliminate barriers to employment, policies, procedures and practices that may negatively impact the BIPOC (Black/Indigenous/People of Colour) members of our community;
 - b) Strive to achieve suitable representation of designated and underrepresented groups, with particular attention to African Nova Scotian and Indigenous people, in the Town of Lunenburg's Committees, workplace, activities and services;
 - c) Strive to showcase the rich cultural heritage of all peoples on the Town of Lunenburg's literature, plaques, interpretive panels, street naming policy, events, website and other media/communication platforms with particular attention to African Nova Scotian and Indigenous histories.
 - d) Make recommendations on how implementation and ongoing monitoring through an inclusivity, diversity, and anti-racism lens can be achieved in the Town of Lunenburg government and services.
2. Review and consider the Town becoming a member of the Canadian Commission for UNESCO's Coalition of Inclusive Municipalities and make a recommendation to Council accordingly.

Membership of the Special Committee

The Special Committee will be established by the Town issuing invitations to appropriate stakeholders and experts from the BIPOC (Black/Indigenous/People of Colour) community from the Town of Lunenburg where possible, and the wider community where necessary. All members must be appointed to the Anti-Racism Special Committee by Lunenburg Town Council.

The Special Committee shall be comprised of eight (8) voting Special Committee members including:

- a) Two Town Councillors (one of which shall Chair) – *Councillor Melissa Duggan, Chair, and Councillor Peter Mosher,*
- b) Two citizens at large who have knowledge or expertise in African Nova Scotian or Indigenous affairs (who may or may not live within the Town);
- c) Two representatives from the African Nova Scotian community (who may or may not live within the Town); and
- d) Two representative from the Indigenous community, one of which shall be a representative from Acadia First Nations (who may or may not live within the Town).

Other Special Committee non-voting participants:

- The Special Committee may invite external non-voting participants and/or advisors who represent key partner organizations and/or who bring expertise in relevant areas to advise the Special Committee as required.
- Town staff shall be assigned to support the Special Committee (recording secretary and/or general advisory services) – *Assistant Municipal Clerk and Heritage Manager.*

Meeting Proceedings

1. The rules of procedure for the Special Committee shall be governed by the Town's "Council and Committee Meetings and Proceedings Policy".
2. All Minutes of the Special Committee will be open to the public, unless the matter to be discussed qualifies for in camera pursuant to the Municipal Government Act.
3. The Special Committee will report progress updates to the Town Council at intervals determined by the Special Committee and Council.

4. Meeting dates and frequency to be determined by the Special Committee upon their first meeting. Due to the ongoing COVID-19 pandemic, meetings will take place online over Zoom. When the easing of the pandemic allows for in-person meetings, these may take place at Town Hall with remote access available via Zoom for those whose location makes in-person attendance challenging.
5. A quorum of the Special Committee shall consist of five voting members.
6. Citizen members of the Special Committee (i.e., those not representing an organization) shall serve in a volunteer capacity and are entitled to the Committee of Council member annual honorarium of \$225.
7. The mandate of the Anti-Racism Special Committee will expire upon the completion of the Municipal Action Plan for Ending Racism and Discrimination report, and upon Council making a final decision regarding its adoption. It is anticipated that the work of the Special Committee will take approximately a year, depending on availability of the members.

Project Lunenburg Comprehensive Community Plan

It is noted that the formation of this Special Committee is in keeping with the following five year Action priorities in the Town's Comprehensive Community Plan:

Governance

- *Reform municipal committees to build a culture of inclusion.*

Culture and Recreation

- *Foster inclusivity in programming and leadership.*
- *Build relationships between the Town and Mi'kmaw residents and organizations, and the Town and Black residents and organizations in the area.*
- *Create a special committee or action group to promote anti-racism and decolonization, with particular emphasis on the lived experiences and aspirations for Black, Indigenous and people of colour in Lunenburg.*

11.2e**Reform municipal committees to build a culture of inclusion.**

The future of good governance in Lunenburg will be dependent on the town's ability to engage with a full range of residents and community members with diverse values, interests and backgrounds. One of the ways that the Town can include more perspectives, especially from individuals who are from groups outside of mainstream power and influence, is to reform the structures, practices and conventions of all municipal committees. As a first step, committees can be reformed to ensure there is representation from diverse groups and communities. It is important to note that a "diverse" committee member will have both identity-linked perspectives as well as subject-matter expertise related to the mandate of the committee. Other measures can include optimal scheduling, provision of meals, transportation or childcare, and facilitation and management of group dynamics. It is essential that committee members, Council and staff are all part of building a culture of inclusion. Committees benefit from consciously building their capacity for recognizing, understanding and responding to less common perspectives, and the complex intersections (or lack thereof) among identities, experiences, skills, interests and expertise.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost**\$\$\$\$\$****Score**

Community Building

Community Desires

Enabling Fundamentals

Steps to Implementation

1. Examine the diversity of municipal committee members to identify segments of the local population that are not represented.
2. Ensure all committee members receive training and support about inclusion.
3. Designated resources to overcome practical barriers to committee participation.
4. Build relationships with a broad range of community members to help identify new committee members.

Potential Partners

Union of Nova Scotia , other municipalities, Province of Nova Scotia, external consultant

10.1b
10.6g
10.7b

Foster inclusivity in programming and leadership.

Although maritime culture underpins much of the high quality and quantity of arts activity in Lunenburg, it does not exist in isolation. Newcomers from many different backgrounds are forging new paths in the local community identity. Furthermore, the narrative of colonial settlement has largely omitted the experiences of Mi'kmaq, Black and Acadian people, which contributes to a perpetuation of injustice and racism. Like arts and culture, recreation is also an important component of quality of life, and many residents engage with these offerings in a variety of ways. However, women, girls, LGBTQ+ individuals, and racialized people are less likely to participate in sport and physical activity in particular, for a variety of reasons.

Over the next generation, the traditional identity of Lunenburg will be reframed and expanded, and partnerships and shared management will better support diverse leadership and enable the delivery of inclusive programming, designed to reduce or eliminate barriers to participation.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

\$\$\$\$\$

Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Establish a regional arts council or committee with designated positions for equity-seeking groups.
2. Work with diverse stakeholders to host a series of events highlighting the various cultural identities and histories of Lunenburg.
3. Implement strategies and policies to improve inclusivity in recreation, including gender-neutral spaces, programming dedicated to women and trans individuals, inclusive terminology, visual diversity in promotional materials, and staff diversity & inclusion training.

Potential Partners

Lunenburg Foundation for the Arts, local artists, South Shore Multicultural Association, ISANS, Black Loyalist Heritage Centre, Acadia First Nation, Native Council of Nova Scotia, South Shore Sexual Health Centre, Bridgewater Junior Senior High School Project Rainbow, Lunenburg Pride.

10.1 c

Build relationships between the Town and Mi'kmaw residents and organizations, and the Town and Black residents and organizations in the area.

Prior to the arrival of Europeans, the area which is now considered the Town of Lunenburg was the ancestral land of the Mi'kmaq people. The colonial heritage and history for which Lunenburg is renowned has coincided with centuries of harm for Indigenous community members. Additionally, heritage and culture throughout Canada has erased the history of systemic anti-Black racism that continues today, including the history of slavery that brought Black and Indigenous bodies under the rule of white European authority. Building relationships between local residents and organizations is the first step in the continual process of anti-racism and decolonization.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

\$\$\$\$\$

Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Establish Municipal protocol for engaging and collaborating with Indigenous and Black residents and organizations.
2. Budget resources to enable collaboration and sharing of knowledge and information.
3. Practice open dialogue, cooperation and collaboration on topics of common interests, challenges, and opportunities.
4. Regularly consider and acknowledge harm done by settler governments and colonial practices, and consider the impacts this has today on relationship building.

Potential Partners

South Shore Multicultural Association, Black Loyalist Heritage Centre, Acadia First Nation, Native Council of Nova Scotia, Indigenous and Black residents within the South Shore region.

<p>10.1 e</p>	<p>Create a special committee or action group to promote anti-racism and decolonization, with particular emphasis on the lived experiences and aspirations of Black, Indigenous and people of colour in Lunenburg.</p>		
<p>This action runs parallel to actions focused on inclusion and relationship building, and also serves as one starting point for this work. Creating a special committee will bring together residents with lived experience of racism and colonization to inform Municipal work as well as independently take steps towards anti-racism, decolonization, and inclusion, through the support of Council. The committee may play an advisory role in municipal heritage development, including heritage interpretation and the upcoming review of the Heritage Bylaw.</p>			
<p>Action Type</p> <p> S Study F Funding L Land Use P Partnerships O Organization Le Legislative </p>			
<p>Estimated Cost</p> <p>\$\$\$\$\$</p>	<p>Score</p> <p>Community Building</p> <p>Community Desires</p> <p>Enabling Fundamentals</p>		
<p>Steps to Implementation</p> <ol style="list-style-type: none"> 1. Establish a committee or action group that represents diverse identities and perspectives from Black, Indigenous, and racialized community members, and advocates. 2. Budget resources to support the committee’s work. 3. Work with the committee to develop a racial equity lens for Municipal work. 		<p>Potential Partners</p> <p>South Shore Multicultural Association, Black Loyalist Heritage Centre, Acadia First Nation, Native Council of Nova Scotia, ISANS, Indigenous and Black residents within the South Shore region.</p>	

What is meant by decolonization?

The 2019 National Inquiry into Missing and Murdered Indigenous Women and Girls defines decolonization as, “a social and political process aimed at resisting and undoing the multi-faceted impacts of colonization and re-establishing strong contemporary Indigenous Peoples, Nations, and institutions based on traditional values, philosophies, and knowledge systems.” The Inquiry adds that, “a decolonizing mindset requires people to consciously and critically question the legitimacy of the colonizer and reflect on the ways we have been influenced by colonialism.”

Town of Lunenburg - Committee Members

Required Payroll Information

Date:

Full Name:

Address:

Include civic and mailing
address, if different

SIN:

THE 10

COMMON COMMITMENTS

Signatory municipalities of CCMARD rely on 10 Common Commitments to inform and guide their work. These Commitments relate to three primary areas of municipal responsibility:

THE MUNICIPALITY AS A GUARDIAN OF THE PUBLIC INTEREST

- 1.** Increase vigilance against systemic and individual racism and discrimination.
- 2.** Monitor racism and discrimination in the community more broadly as well as municipal actions taken to address racism and discrimination.
- 3.** Inform and support individuals who experience racism and discrimination.
- 4.** Support policing services in their efforts to be exemplary institutions in combating racism and discrimination.

THE MUNICIPALITY AS AN ORGANIZATION IN THE FULFILLMENT OF HUMAN RIGHTS

- 5.** Provide equal opportunities as a municipal employer, service provider and contractor.
- 6.** Support measures to promote equity in the labour market.
- 7.** Support measures to challenge racism and discrimination and promote diversity and equal opportunity in housing.

THE MUNICIPALITY AS A COMMUNITY SHARING RESPONSIBILITY FOR RESPECTING AND PROMOTING HUMAN RIGHTS AND DIVERSITY

- 8.** Involve citizens by giving them a voice in anti-racism initiatives and decision-making.
- 9.** Support measures to challenge racism and discrimination and promote diversity and equal opportunity in the education sector and in other forms of learning.
- 10.** Promote respect, understanding and appreciation of cultural diversity and the inclusion of Aboriginal and racialized communities into the cultural fabric of the municipality.