

## Draft Terms of Reference

### 1.0 Mandate

The Pickering Anti-Black Racism Taskforce (PABRT) is a committee of Council who work in partnership with the Pickering community, Durham-based organizations, businesses, stakeholders, and the City:

- to identify barriers and areas of opportunity, in order to enhance the shared experience and opportunities afforded to Black residents,
- to identify and coordinate opportunities for stakeholder and community engagement,
- to provide expert input and action on matters relating to the provision of anti-Black racism initiatives within the community; and,
- to celebrate and promote the Black community, and promote Black culture.

### 2.0 Goals, Objectives and Responsibilities

The Pickering Anti-Racism Taskforce will identify and implement actions to fulfill the following goals and objectives:

1. Work towards the reduction/elimination of anti-Black racism.
2. Ongoing communication with the residents of Pickering to identify existing systemic barriers for Black residents and develop/provide opportunities to address these barriers, provide education, and effect change.
3. Produce an annual action plan and report to Council within the first three months of operation; which identifies primary goals, measurement tools, implementation plans, timelines, and budget.
4. Provide advocacy and leadership on behalf of the Black community to the City, as well as organizations and businesses serving the City of Pickering.
5. Strengthen and support Black-led economic development and Black employment initiatives.
6. Support the creation and success of Black community and cultural organizations.
7. Provide educational resources to build allies within and for the Black community.
8. Conserve and promote Black history and heritage.
9. Celebrate and support success within the Black community.
10. Provide opportunities for the creation, education, and enjoyment of Black culture.
11. Build partnerships and share resources with like-minded organizations to maximize effect, be aware of global best practice, to reduce potential for overlap of services and initiatives.
12. Be inclusive of all community residents at all levels and abilities; and,
13. Engage stakeholders, businesses, and cultural organizations as partners in the delivery of initiatives.

**Taskforce responsibilities include:**

- a) Review and revise name, and update terms of reference for the Taskforce, as may be applicable, and submit to the City Clerk for Council approval within one month of the first meeting.
- b) Regularly communicate with Pickering residents, organizations, businesses, stakeholders, and like-minded organizations to fully identify issues, barriers, and opportunities within Pickering.
- c) Develop an annual action plan for presentation to Council; which identifies primary goals, strategies, implementation schedule, measurement tools, and budgets in response to the goals and objectives of the Taskforce.
- d) Regularly review the action plan and track results.
- e) Provide quarterly updates to Council on Taskforce activities.
- f) Schedule meetings, set agendas, review minutes, and organize sub-committees as needed.
- g) Promote and support grass roots organizations and community-led anti-Black racism initiatives.
- h) Deliver programs, education, reconciliation circles, and develop as needed educational resources and toolkits in partnership with the community, related to anti-Black racism, alliance, heritage, and culture.
- i) Develop and implement recognition and incentives for initiatives that support the Black community and anti-Black racism.
- j) Advocate, provide guidance and support or partner with initiatives of DRPS and Durham School Boards related to anti-Black racism, Black culture, and safety of Black community members.
- k) Encourage and promote effective communication between the Black community, community cultural groups, individuals, and the City.
- l) Advise and develop working relationships with owners of businesses, Business Improvement Areas (BIA) and the Chamber of Commerce.
- m) Work collaboratively with the City to align priorities and to aid Diversity and Inclusion initiatives of the City.
- n) Provide consultation, research, resources, report findings and make recommendations as necessary on matters of anti-Black racism, and the promotion of Black culture within the City of Pickering.
- o) Be knowledgeable of federal, provincial and local legislation related to anti-Black racism, equity, and inclusion, human rights, and labour; and provide advice, advocacy, and education within the community.
- p) Advocate and promote the value and benefit of anti-Black racism initiatives, and Black culture for all; and

Members do not have the authority to assign work to staff but will work cooperatively and assume related duties as directed by the Taskforce.

More specifically, the ABRT will **not** be responsible for the following:

Development of City Diversity & Inclusion initiatives or strategy;

1. Budget approval;
2. City programming or events;
3. Day-to-day operations of the City or City facilities; and
4. Administrative matters including direction given to staff.

### 3.0 Composition

Up to 23 Taskforce members will be appointed, including:

- 8 resident representatives (maximum);
- 12 stakeholders representatives (maximum);
- 2 City staff liaisons; and the
- Mayor

All appointees will be voting members regardless of age.

As per the policy ADM 040 resident members must be 18 years of age, reside in Pickering, and represent a broad range of interests, ages, backgrounds, and experience. Youth representation is essential and must be provided a right to vote on the Taskforce. It is strongly recommended that at least one youth sub-committee be mandated who set their own plan in line with the goals and objectives of the Taskforce.

Community Organization representatives must be from organizations who serve the City of Pickering.

Where possible, appointments to the Committee shall include community leaders, and stakeholder representatives from the African diaspora and the following organizations/ associations/areas:

- Active anti-Black racism Organizations
- Black Business Owners/Chamber of Commerce
- Black Cultural Organizations/Diversity Groups
- Community Development Council of Durham
- Community Safety Organization or Committee
- Cultural Advisory Committee
- Cultural Expressions - Durham Black History Month
- Durham Human Resources Professional Association
- Human Rights Organization
- LGBTQ Organization
- Mental or Public Health Organization
- Pickering Public Library
- Youth Organization

City Staff from the following departments will act as liaisons to the committee:

- Community Services Department
- Human Resources Department

Staff from other departments, including Legislative Services, Economic

Development, and Corporate Services, will be appointed and called upon as required by the work of the Taskforce.

The Taskforce may choose to appoint a committee chair, or subcommittees in accordance with Boards and Committee Policy ADM 040.

Subcommittees (ADM 040 Section 16.09) will be struck at the direction of the Taskforce by a majority vote, and must include at least two members of the Taskforce, and can include additional relevant stakeholders, experts, or members of the public as needed.

Sub-committees will report to the Taskforce during regular meetings, and results will be recorded as part of the meeting minutes. Sub-committees are not required to keep minutes, and reports to Council regarding sub-committee work will be presented by the Taskforce.

#### **4.0 Member Qualifications**

Qualifications include the skills, knowledge, and lived-experience needed to contribute effectively to Taskforce goals and objectives. Membership will be sought on the basis of broad interest, understanding and commitment to the development of anti-Black racism initiatives in the municipality, in addition to specific expertise and interest related to Black business, culture, education, employment, health, heritage, and safety. Resident appointees must be residents of the City of Pickering.

#### **5.0 Meeting Schedule**

The Pickering Anti-Black Racism Taskforce meets a minimum of 9 times per year.

Established meeting dates and times shall not be changed unless circumstances warrant special consideration. Meetings will not be held in the months of July, August or December unless determined by the Taskforce that a meeting is necessary to meet the mandate or work plan of the Taskforce.

During a Municipal election year, meetings shall not be held after September 30<sup>th</sup> unless determined by the Taskforce that a meeting is necessary to meet the requirements of the mandate or work plan.

#### **6.0 Term of the Taskforce**

The taskforce will serve until the end of the 2019 – 2022 term of Council.

At the end of 2021, the Taskforce will consider in their report to Council broadening the activities to include Community-wide Racism, becoming the Anti-Racism Taskforce.

The Taskforce will provide an update before the end of 2022 to be provided to the incoming Council with actions, achievements, and a recommendation/plan on how the Taskforce should continue in the next term.

## **7.0 Appointment Process**

The Cultural Advisory Committee will strike a Pickering Anti-Black Racism Taskforce Preparatory Sub-committee consisting of up to 10 committee members to work with staff liaisons and the Clerks office to recommend Taskforce composition.

The recruitment phase will consist of an open call for applicants in line with policy ADM 040. Members of the Cultural Advisory Committee will effect an enhanced call for application in two ways.

1. Identify organizations, stakeholders, and individuals to whom they would like an invitation sent.
2. Reaching out to the community through a survey to collect community comment, which includes information on how to apply to become part of the Taskforce

Application review will be undertaken by the CAC sub-committee. Personal information will be redacted prior to review. The sub-committee will recommend suitable applicants for round-table interviews.

Selected applicants will attend round-table discussions to gauge interest, suitability, collaboration, and readiness to contribute to Taskforce objectives.

A staff liaison and sub-committee member will lead round-table discussions, and provide a rating of the candidates, based upon a set criteria. The sub-committee will review results and prepare the recommended list of applicants in line with the Taskforce composition guidelines. Once complete, an update will be provided by the sub-committee to the Cultural Advisory Committee that this list is ready to be provided to Council by the staff liaison.