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The Regional Municipality of Durham Report

To: Finance and Administration Committee
From: Chief Administrative Officer
Report: #2021-A-8
Date: May 11, 2021

Subject:

Durham Region Anti-Racism Taskforce Terms of Reference

Recommendation:

That the Finance and Administration Committee recommends to Regional Council:

- A) That the Terms of Reference for the Durham Region Anti-Racism Taskforce, as outlined in Attachment 1 to this report, be approved;
 - B) That in accordance with the Terms of Reference, Regional Council appoint a representative and an alternate to the Durham Region Anti-Racism Taskforce; and
 - C) That the Region proceed with recruiting and appointing members to the Durham Region Anti-Racism Taskforce.
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Report:

1. Purpose

- 1.1 The purpose of this report is to seek approval to implement the Terms of Reference for the Durham Region Anti-Racism Taskforce. The Terms of Reference is necessary to launch the initiative and related recruitment activities.

2. Background

- 2.1 In Canada, the disparities that exist in racialized communities has been well documented. Systemic barriers based on race have been created over our long and storied shared Canadian history. For Black Canadians, anti-Black racism is present across all areas of daily life and has detrimental impacts on life and work. The Ontario Human Rights Commission has conducted several reports to interrogate both the oppression of racialized people in Canada, and more specifically Ontario.

2.2 In 2020, Council endorsed its first Anti-Black Racism Town Hall and Diversity, Equity and Inclusion Follow-Up [report](#). The Region has committed to the development and implementation of an Anti-Racism Framework to ensure we have a healthy workplace, and to address racism within the communities we serve. Establishment of an Anti-Racism Taskforce as a Committee of Council, with a formalized structure similar to other advisory committees, will ensure a consistent approach to addressing systemic racism. This committee will adopt a 'hub and spoke' model where working groups will be identified to address disparity in racialized (Indigenous, Black, Asian, etc) communities. Anti-Black racism will be the initial focus for this taskforce. Precedence will be given to the lived and living experiences and concerns of all racialized groups in the Region.

3. Previous Reports and Decisions

3.1 Anti-Black Racism Town Hall and Diversity, Equity and Inclusion Follow-up (2020-COW-26)

4. Terms of Reference

4.1 A Terms of Reference for the Durham Region Anti-Racism Taskforce has been drafted and is included as Attachment #1 to this report. The terms of reference establish the goal, mandate, scope of activities, composition, and membership selection process.

4.2 It is recommended that the Durham Region Anti-Racism Taskforce report to the Regional Council through the Finance and Administration Committee.

4.3 It is suggested that the membership be comprised of 15 to 18 individuals as follows:

- a. One member of Regional Council
- b. The Chief Administrative Officer (CAO) of the Region
- c. Ten (10) Racialized Community members with lived experience, specialized expertise, including those with intersectional social locations
- d. Three (3) to six (6) representatives from industry, association and public institutions such as:
 - Academia with a focus on anti-racism or critical race theory (e.g. Ontario Tech University, Durham College, Trent Durham University, and/or local school boards)
 - Professional Associations (e.g. Durham Black Business and Professional Association, ByBlacks, Canadian Black Chamber of Commerce – Durham Region, etc.)
 - Community and socially focused organizations (e.g. DurhamOne, Bawaajigewin Aboriginal Community Circle, Durham Black Educators Network, BAACO, Women's Multicultural Resource and Counselling Centre, Durham Chinese Cultural Centre, Durham Tamil Association, Indo-Canadian Association, Congress of Black Women, etc.)

- 4.4 A Regional Staff Working Group, consisting of appropriate staff from all Regional departments will be established to develop an Anti-Racism Framework which would detail actions that the Region as a corporation and as a community service provider can take to address systemic racism. The Regional Staff Working Group will also provide advice and expertise to the Durham Region Anti-Racism Taskforce and the staff liaison as needed.
- 4.5 A staff liaison from the Office of the CAO will be appointed to support the activities of the Durham Region Anti-Racism Taskforce. Day-to-day activities of the staff liaison will be supported by the Office of the CAO. The Legislative Services Division of the Corporate Services Department will provide secretarial and other support services.

5. Relationship to Strategic Plan

- 5.1 This report aligns with/addresses the following strategic goals and priorities in the Durham Region Strategic Plan:
- Goal 2: Community Vitality: To foster an exceptional quality of life with services that contribute to strong neighborhoods, vibrant and diverse communities, and influence our safety and well-being.
 - Goal 4: Social Investment: To ensure a range of programs, services and supports are available and accessible to those in need, so that no individual is left behind.

6. Conclusion

- 6.1 It is recommended that the Terms of Reference for the Durham Region Anti-Racism Taskforce as outlined in Attachment 1 to this report, be approved; that Regional Council appoint a representative and an alternate to the Durham Region Anti-Racism Taskforce; and that the Region proceed with recruiting and appointing members to the Durham Region Anti-Racism Taskforce.
- 6.2 This report has been reviewed by the Legislative Services and Legal Services Divisions of the Corporate Services Department.
- 6.3 For additional information, contact: Allison Hector-Alexander, Director, Diversity, Equity and Inclusion, at 905-668-7711, extension 3893.

7. Attachments

- Attachment #1: Terms of Reference for the Durham Region Anti-Racism Taskforce.

Respectfully submitted,

Original Signed by

Elaine C. Baxter-Trahair
Chief Administrative Officer



Durham Region Anti-Racism Taskforce

Terms of Reference

May 2021

1. Context and Introduction

- 1.1 In Canada, the disparities that exist in racialized communities are well documented. Systemic barriers based on race have been created over our long and storied shared Canadian history.
- 1.2 For Black Canadians, anti-Black racism is present across all areas of daily life and has detrimental impacts on life and work. The Ontario Human Rights Commission has conducted several reports to interrogate both the oppression of racialized people in Canada, and more specifically Ontario. The most recent report on the experiences of Black communities and the police was released in a 2020 [report](#).
- 1.3 In 2020, Durham Regional Council endorsed its first Anti-Black Racism Town Hall and Diversity, Equity and Inclusion Follow-Up [report](#). The Region has committed to the development and implementation of an Anti-Racism Framework to ensure we have a healthy workplace, and to address racism within the communities we serve. Establishment of the Durham Region Anti-Racism Taskforce as a Committee of Council, with a formalized structure similar to other advisory committees, will ensure a consistent approach to addressing systemic racism. This taskforce will adopt a 'hub and spoke' model where working groups will be identified to address disparity in racialized (Indigenous, Black, Asian, etc.) communities. Anti-Black racism will be the initial focus for this taskforce. Precedence will be given to the lived experiences and concerns of all racialized groups in the Region.
- 1.4 The Durham Region Anti-Racism Taskforce connects with the following goals of the Region of Durham Strategic Plan (2020-2024):
 - a) a. Goal 2: Community Vitality: To foster an exceptional quality of life with services that contribute to strong neighborhoods, vibrant and diverse communities, and influence our safety and well-being.
 - b) b. Goal 4: Social Investment: To ensure a range of programs, services and supports are available and accessible to those in need, so that no individual is left behind.

2. Goal

- 2.1 To work with community stakeholders, Regional staff, and other relevant partners to ensure that Durham Region successfully implements its anti-racism framework in a manner consistent with the principles of the Ontario Human Rights Code and Durham's aim to demonstrate leadership in addressing systemic racism. Furthermore, to ensure that implementation plans are built on the lived experiences of racialized communities and centers the voices of these stakeholders.

3. Mandate

- 3.1 The Durham Region Anti-Racism Taskforce (DRART) will act in an advisory role to Regional Council through the Finance and Administration Committee on issues related to racism – structural, systemic, and interpersonal.
- 3.2 The DRART is a volunteer Advisory Committee established by Regional Council in accordance with these Terms of Reference. Committee members are guided by these Terms of Reference.

4. Scope of Activities

- 4.1 The scope of activities that the DRART may undertake include, but are not limited to:
- providing advice, feedback and guidance to Regional staff and Council on implementation of Durham Region's Anti-Racism Framework;
 - supporting and enabling successful implementation of Durham Region's anti-racism plans by engaging and influencing relevant stakeholders and networks;
 - providing accurate and transparent reports to Regional Council on progress with implementation of Durham Region's anti-racism plans; and
 - providing a forum for residents to learn more about what the Region and its partners are doing to address racism.

5. Composition

- 5.1 The DRART will be composed of between 15 to 18 members as follows:
- a) One member of Regional Council;
 - b) The Chief Administrative Officer (CAO) of the Region.

- c) Ten (10) Racialized Community members with lived experience, specialized expertise, including those with intersectional social locations;
 - d) Three (3) to six (6) representatives from industry, association, and public institutions such as:
 - Academia with a focus on anti-racism or critical race theory (e.g. Ontario Tech University, Durham College, Trent Durham University, and/or local school boards)
 - Professional Associations (e.g. Durham Black Business and Professional Association, ByBlacks, Canadian Black Chamber of Commerce – Durham Region, etc.)
 - Community and socially focused organizations (e.g. DurhamOne, Bawaajigewin Aboriginal Community Circle Durham Black Educators Network, BAACO, Women’s Multicultural Resource and Counselling Centre, Durham Chinese Cultural Centre, Durham Tamil Association, Indo-Canadian Association, Congress of Black Women, etc.)
- 5.2 Up to three (3) Regional staff who are directly connected to community DEI initiatives and activities may be invited to attend DRART meetings as Ex-officio members in a non-voting capacity.
- 5.3 Members of Parliament (MP) and Members of Provincial Parliament (MPP) representing Durham Region may be invited to attend DRART meetings on an as needed basis and as Ex-officio members in a non-voting capacity.
- 5.4 The DRART may invite individuals with specialized expertise to attend meetings on an as needed basis in a non-voting capacity.
- 5.5 The term of membership shall correspond with the term of Regional Council. If a member chooses to resign the Region will seek a replacement in accordance with Section 6.
- 5.6 At the discretion of the DRART, non-attendance of three consecutive meetings will be sufficient grounds for replacement

6. Membership Selection

- 6.1 For the selection of members representing community, academia or professional associations, a call for interest will be facilitated through the Region’s website, social media, and other communications channels. Interested individuals will be required to complete an application form and provide a brief resume outlining their interest and qualifications.
- 6.2 The CAO’s Office shall contact community, academic and professional leaders and invite them to volunteer for the DRART.

- 6.3 In nominating members to the DRART, regard shall be given to the aim of achieving a diversity in intersecting social identities. Regard shall also be given to previous extensive community and/or professional involvement, knowledge of race and related issues, lived experience, residency within the Region and availability to attend meetings.
- 6.4 All members of the DRART will be appointed by the Finance and Administration Committee and Regional Council.
- 6.5 Regional Council shall appoint a representative and an alternate to the DRART.
- 6.6 Regional Council shall appoint the Chief Administrative Officer (CAO) and a Regional staff member as an alternate for the Chief Administrative Officer (CAO) to the DRART.
- 6.7 In the case of a citizen member vacancy, the approach described in Section 6.1 will generally be followed.

7. Officers

- 7.1 A chair and a vice-chair will be elected by the DRART at the beginning of each term of Council. The Region's Director, Diversity, Equity and Inclusion shall chair the inaugural DRART meeting of each term.

8. Support Services

- 8.1 A staff liaison from the Office of the CAO shall be appointed to support the activities of the DRART. The staff liaison will provide administrative, procedural, and technical support to the DRART. Day-to-day activities of the staff liaison will be supported by the Office of the CAO.
- 8.2 A Regional Staff Working Group, consisting of appropriate staff from all Regional departments shall be established to develop an Anti-Racism Framework which would detail actions that the Region as a corporation and as a community service provider can take to address systemic racism. The Regional Staff Working Group will also provide advice and expertise to the DRART and the staff liaison as needed.
- 8.3 The staff liaison shall keep the Region's Department Heads apprised of the activities of the DRART and the Regional Staff Working Group.
- 8.4 The Legislative Services Division of the Corporate Services Department will provide secretarial and other support services. Regional Council will provide a budget to cover the operational expenses of the DRART, and this budget will be administered by the Office of the CAO.

9. Meetings

- 9.1 The DRART will establish a meeting schedule at its inaugural meeting, taking into account the business needs and schedule of Regional Committees/Council. Special meetings may be held at the call of the Chair.
- 9.2 Unless otherwise determined, all meetings will be open to the public. As an Advisory Committee to the Region, the DRART is subject to the Regional Procedural By-law, unless otherwise specified in these Terms of Reference.
- 9.3 A quorum for DRART meetings shall be a majority of the sitting members.

10. Minutes and Agenda

- 10.1 The minutes of each DRART meeting will be approved at the following meeting. The unapproved minutes will be circulated to members of Council as part of the Council Information Package prepared by the Regional Clerk.
- 10.2 The DRART agendas will be prepared by the Staff Liaison, along with the DRART Chair or Vice Chair, with input from other DRART members.

11. Delegations and Presentations

- 11.1 Any person(s) wishing to appear before the DRART as a delegation must submit a request to delegations@durham.ca, advising of the topic or item to which they wish to speak, which will then be forwarded to the staff liaison in the Office of the CAO. All requests for delegations must be received at least one week prior to the meeting to ensure the inclusion in the agenda. Any person wishing to address the DRART as a delegate, who has not previously arranged to do so, may be granted permission to do so only by Committee resolution.
- 11.2 When the DRART has requested a presentation on a particular topic, the time frame allotted will depend on the subject under discussion.

12. Committee Resolutions

- 12.1 The DRART will seek to achieve consensus on decisions. Recommendations are “carried” if supported by a majority. Only resolutions as they appear in the adopted Minutes may be considered as officially representing the position of the DRART.

13. Annual Reports and Workplan

- 13.1 An annual report summarizing the activities completed in the previous year shall be prepared by the DRART. The annual report shall be forwarded to the Finance and Administration Committee.
- 13.2 An annual workplan with an estimate of the resources necessary and any suggested revisions to the Terms of Reference for the coming year shall also be prepared by the DRART for consideration and approval by the Finance and Administration Committee and Regional Council.