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The Regional Municipality of Durham Report

To: Finance and Administration Committee
From: Chief Administrative Officer
Report: #2023-A-1
Date: January 17, 2023

Subject:

Durham Region Anti-Racism Taskforce Membership Appointments and Revised Terms of Reference

Recommendation:

That the Finance and Administration Committee recommends to Regional Council:

A) That the following individuals be appointed as community members to the Durham Region Anti-Racism Taskforce:

- i) Akuah Frempong;
- ii) Channon Oyeniran;
- iii) Gail Wilson-Beier;
- iv) Jackie Williamson;
- v) Jeany Munawa;
- vi) Kevin Vieneer;
- vii) Robert Orlando Pule;
- viii) Ruvette Coelho;
- ix) Shauna Bookal; and
- x) Trynee Hancock.

B) That the following individuals be appointed as representatives from industry, association and public institutions to the Durham Region Anti-Racism Taskforce:

- i) Brianna Nelson;
 - ii) Nikki Samuel;
 - iii) Pita-Garth (PG) Case; and
 - iv) Susan Byrne
- C) Approve the revisions to the Terms of Reference for Durham Region Anti-Racism Taskforce previously approved on May 11, 2021.
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Report:**1. Purpose**

- 1.1 The purpose of this report is to recommend individuals for appointment to the Durham Region Anti-Racism Taskforce (DRART) and to seek approval for revisions to the DRART Terms of Reference.

2. Background

- 2.1 The Durham Region Anti-Racism Taskforce was established in 2021 to act in an advisory role to Regional Council through the Finance and Administration Committee on issues related to racism – structural, systemic and interpersonal.
- 2.2 The Durham Region Anti-Racism Taskforce Terms of Reference provides for DRART members to be appointed by the Finance and Administration Committee and Durham Regional Council.
- 2.3 The Durham Region Anti-Racism Taskforce is comprised of 15 to 18 members, as follows:
- a) Two members 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; and
 - d) Three (3) to six (6) representatives from industry, association and public institutions.

3. Previous Reports and Decisions

- 3.1 Report [#2021-A-8](#), Durham Region Anti-Racism Taskforce Terms of Reference.
- 3.2 Report [#2020-COW-26](#), Anti-Black Racism Town Hall and Diversity, Equity and Inclusion Follow-Up.

4. Membership Recruitment and Selection

- 4.1 Advertisements were placed on the Regional website and social media channels seeking individuals interested in serving on the DRART. Interested individuals were required to complete an online application.
- 4.2 The individuals recommended for appointment to DRART collectively represent five different racial and cultural identities, including Black and Indigenous, and a large percentage are women. Attachment #1 includes a DRART Profile using demographic data from the individuals recommended for appointment.
- 4.3 Attachment #2 includes the names of individuals recommended for appointment to the DRART.
- 4.4 Applications were reviewed and scored by the Office of the CAO. A longlist of candidates was then scored by a multi-department and external review panel. Selection criteria included:
 1. Living or working in The Regional Municipality of Durham
 2. Applicant's knowledge and understanding of racism, equity, and inclusion
 3. Applicant's personal experience with racism or experience gained through community service and volunteerism
 4. Applicant's ability to contribute to and advance DRART's mandate
- 4.5 The CAO's office engaged the services of Sterling Backcheck Inc. to complete criminal record and social media background checks in compliance with privacy laws and regulations. Sterling Backcheck has completed a background check on all recommended candidates. The CAO's office reserves the right to reconsider an individual's appointment to DRART if they become aware of a change in a member's police record or social media activity that is not in alignment with the Region's stated Corporate Values.
- 4.6 The term of membership will correspond with the term of Regional Council.

5. Proposed Revisions to the Terms of Reference

- 5.1 The proposed changes to the Durham Region Anti-Racism Taskforce Terms of Reference arise out of a recent review conducted by the CAO's office. Proposed revisions are intended to update the Terms of Reference to better align with current leading practices and enable the taskforce to discharge its responsibilities effectively and efficiently.
- 5.2 Minor changes were implemented throughout, however there are three main areas where amendments are proposed:
 1. Scope of Activities:

After reviewing the workplan and successes of the DRART's first cohort, the CAO's office identified a need to include information about subcommittee involvement. This addition is reflected as follows:

- 4.2 - Members can expect to participate in a taskforce subcommittee developed to address a specific trend, need, or systemic issue (education subcommittee, events subcommittee, etc.)

2. Composition:

Inclusion of a second Councillor on the taskforce to provide additional insight on the needs of local residents.

3. Meetings:

After reviewing leading practices of local municipality and GTHA-based anti-racism/anti-oppression committees, the CAO's office identified the need to continue to provide the option of attending meetings virtually and to compensate members for their contributions. These additions are reflected as follows:

- 9.2 - Community and organizational members of the DRART will be compensated for their time and work. Each member will be paid \$75.00 per meeting (attendance is a requirement for this compensation) and an hourly rate of \$25.00 for travel time and work outside of the scheduled meetings that has been pre-approved by Durham's Director, Diversity, Equity and Inclusion. Reimbursement will occur twice a year, in June and in December, up to a maximum of \$1,800 per person per year.
- 9.3 - Meetings will be held in a hybrid meeting format with electronic and in-person participation. Committee members may participate in the meeting electronically, using Microsoft Teams. Members choosing to attend meetings in person will be compensated for their travel time.

5.3 The complete revised Durham Anti-Racism Taskforce Terms of Reference is included as Attachment 3.

6. Relationship to Strategic Plan

6.1 This report aligns with/addresses the following strategic goals and priorities in the Durham Region Strategic Plan:

1. Community Vitality:

- Goal 2.5: Build a healthy, inclusive, age-friendly community where everyone feels a sense of belonging

2. Economic Prosperity:

- Goal 3.1: Position Durham Region as the location of choice for business

3. Service Excellence:

- Goal 5.3: Demonstrate commitment to continuous quality improvement and communicating results

7. Conclusion

- 7.1 It is recommended that the individuals nominated for appointment in recommendations A) and B) be appointed to the Durham Region Anti-Racism Taskforce.
- 7.2 It is recommended that the revisions to the Terms of Reference for the Taskforce as set out in Attachment 3 be approved.
- 7.3 For additional information, contact: Allison Hector-Alexander, Director Diversity, Equity, and Inclusion at 905-668-7711, extension 3893.

8. Attachments

- Attachment #1: Durham Region Anti-Racism Taskforce Profile
- Attachment #2: Recommended Appointments' Biographies (under separate cover)
- Attachment #3: Revised Durham Region Anti-Racism Taskforce Terms of Reference

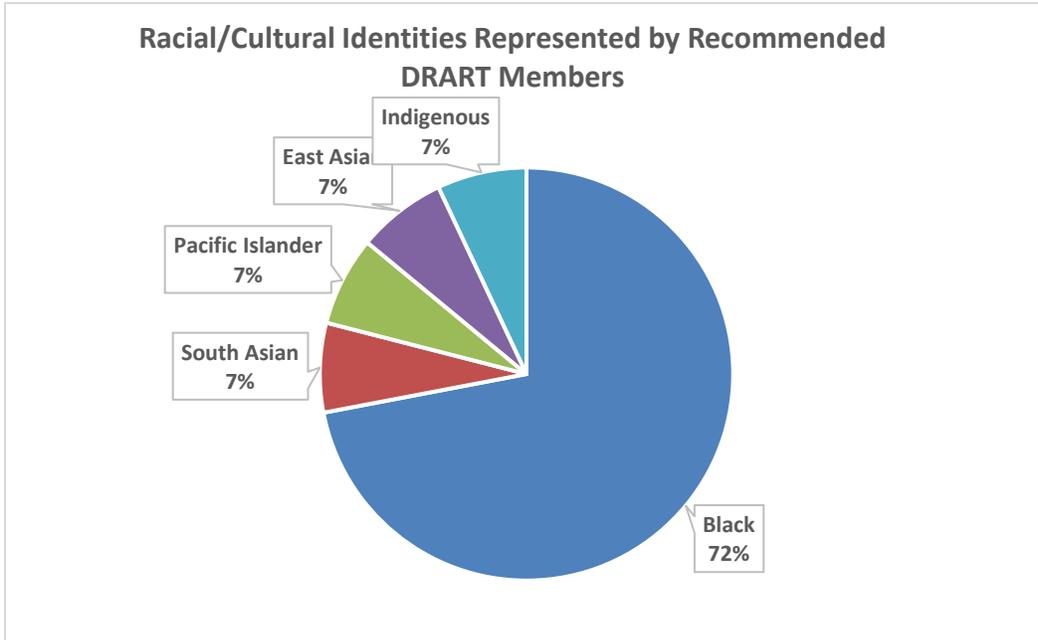
Respectfully submitted,

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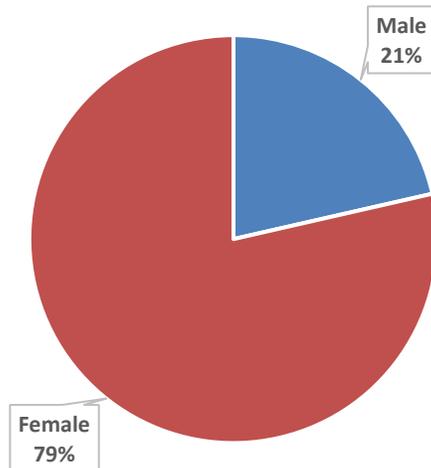
Elaine C. Baxter-Trahair
Chief Administrative Officer

Finance and Administration Committee

Durham Region Anti-Racism Taskforce Profile



Gender Identities Represented by Recommended DRART Members





Durham Region Anti-Racism Taskforce

Terms of Reference

January 2023

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 Anti-Black racism is deeply embedded in Canadian institutions, policies and practices and is rooted in the history and legacy of the North American Trans-Atlantic slave trade. For many Black Durham residents, anti-Black racism is a part of daily life and negatively impacts their economic, social and overall well-being.
- 1.3 Systemic anti-Indigenous racism is another area where targeted intervention should be prioritized. The actions and inactions across all levels of government are not consistent with the core principles of truth and reconciliation and have exacerbated the conditions that negatively impact the health, opportunities, and well-being of Indigenous communities in Durham.
- 1.4 In 2020, Durham Regional Council endorsed its first Anti-Black Racism Town Hall and Diversity, Equity and Inclusion Follow-Up [report](#). The report called for the establishment of an Anti-Racism Taskforce as a Committee of Council to 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 disparities in racialized (Indigenous, Black, Asian, etc.) communities. Given the deep and pervasive inequities resulting from anti-Black and anti-Indigenous racism, these areas have been the initial focus for the taskforce whose inaugural cohort of members served from 2021-2022.
- 1.5 The Durham Region Anti-Racism Taskforce (DRART) connects with the following goals of the Region of Durham Strategic Plan (2020-2024):
- 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.

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 their voices.

3. Mandate

- 3.1 The Durham Region Anti-Racism Taskforce 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 an 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 includes, but is not limited to:
- Providing advice, feedback and guidance to Regional staff and Council on implementation of Durham Region's Anti-Racism Framework and initiatives designed to advance equity;
 - supporting and enabling successful implementation of Durham Region's anti-racism plans by engaging and influencing relevant partners and networks;
 - providing accurate and transparent reports to Regional Council on progress in the implementation of Durham Region's anti-racism plans; and
 - hosting events and providing forums for residents to learn more about what the Region and its partners are doing to address racism.
- 4.2 Members can expect to participate in a taskforce subcommittee developed to address a specific trend, need, or systemic issue (education subcommittee, events subcommittee, etc.)

5. Composition

- 5.1 The DRART will be composed of between 15 to 18 members as follows:
- Two members of Regional Council and a designated alternate;

- The Chief Administrative Officer (CAO) of the Region.
 - Ten (10) racialized community members with lived experience, specialized expertise, including those with intersectional social locations;
 - Three (3) to six (6) representatives from organizations such as:
 - Community and socially focused organizations (e.g. DurhamOne, Bawaajigewin Aboriginal Community Circle, Durham Black Educators Network, Women’s Multicultural Resource and Counselling Centre, Durham Chinese Cultural Centre, Durham Tamil Association, Indo-Canadian Association, Congress of Black Women, etc.)
 - Professional Associations (e.g. Durham Black Business and Professional Association, ByBlacks, Canadian Black Chamber of Commerce – Durham Region, etc.)
 - Healthcare and non-profit organizations (e.g. Lakeridge Health, Carea Community Health Centre, John Howard Society, Ontario Shores Centre, AIDS Committee of Durham Region, Durham Harm Reduction Coalition, etc.)
 - Academia with a focus on anti-racism or anti-oppression (e.g. Ontario Tech University, Durham College, Trent Durham University, and/or local school boards)
- 5.2 Up to four (4) 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 (MPs) and Members of Provincial Parliament (MPPs) 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 chair and Region’s Director, Diversity, Equity and Inclusion, non-attendance of three consecutive meetings may be sufficient grounds for replacement.
- 6. Membership Selection**
- 6.1 For the selection of members, 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 outlining their interest and qualifications.

- 6.2 The CAO's Office shall contact community, academic and professional leaders and invite them to apply 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 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 community or organizational 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 Staff from the Region's Diversity, Equity, and Inclusion division will provide administrative, procedural, and technical support to the DRART.
- 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 will 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 Director, Diversity, Equity and Inclusion 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 Community and organizational members of the DRART will be compensated for their time and work. Each member will be paid \$75.00 per meeting (attendance is a requirement for this compensation) and an hourly rate of \$25.00 for travel time and work outside of the scheduled meetings that has been pre-approved by Durham's Director, Diversity, Equity and Inclusion. Reimbursement will occur twice a year, in June and in December, up to a maximum of \$1,800 per member per year.
- 9.3 Meetings will be held in a hybrid meeting format with electronic and in-person participation. Committee members may participate electronically using Microsoft Teams or other approved platform. Members choosing to attend meetings in person will be compensated for their travel time.
- 9.4 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.
- 9.5 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.