

## **Terms of Reference**

### **Clarington Anti-Black Racism Task Force**

#### **Background**

To focus strategies through education and awareness on anti-Black racism and other forms of racism and discrimination through education and awareness by implementing activities and initiatives, recommending policies and training program guidance.

#### **Mandate**

The Clarington Anti-Black Racism Task Force shall provide advice, comments and recommendations on issues affecting anti-Black racism and other forms of racism in our community. The task force will provide recommendations and guidance to Clarington's Diversity Advisory Committee.

#### **Scope of Activities**

- Serve as a liaison between the community and Clarington's Diversity Advisory Committee and the Region of Durham's Anti-Racism Task Force on matters pertaining to anti-Black racism and other forms of racism and discrimination;
- Provide advice, comments and recommendations on issues concerning anti-Black racism and other forms of racism and discrimination in our community;
- Serve as a resource to Clarington's Diversity Advisory Committee as they identify and work to remedy potential and existing anti-Black racism and other forms of racism within programs, services and policies;
- Foster a greater understanding of issues of anti-Black racism and other forms of racism in the community;
- Consult with other community groups and committees on issues of mutual interest;
- Provide the opportunity to meet with various community partners to build relationships, raise awareness and address barriers surrounding anti-Black racism and other forms of racism and discrimination in the community.

The task force will provide an update on their activities to Clarington's Diversity Advisory Committee through the staff liaison through regular reports at Diversity Advisory Committee meetings.

#### **Task Force Composition**

The task force is comprised of up to 8 members, including Diversity Advisory Committee member(s), Clarington residents and a minimum of one youth member. Shared leadership of the Task Force shall be two Co-Chairs, one of whom is a voting member

of the Diversity Advisory Committee.

The task force members shall contribute time, knowledge, skill and expertise to the fulfillment of the task force's responsibilities; research issues relevant to the subcommittee's responsibilities as required; work with Clarington's Diversity Advisory Committee and staff to implement Council's decisions relevant to the task force's responsibilities and commit to attend regular meetings throughout the year.

The participation of the citizen members of the task force is strictly voluntary and remuneration will not be provided.

Vacancies may be posted on [www.ClaringtonVolunteers.ca](http://www.ClaringtonVolunteers.ca), [www.clarington.net](http://www.clarington.net), and promoted through Diversity Advisory Committee and task force members. Task force members are appointed by resolution of the Diversity Advisory Committee.

### **Staff Support**

Staff will liaise and attend task force meetings; assisting in any way they are able.

### **Frequency of Meetings**

The task force will meet monthly, and the meeting schedule shall be established by the task force at its inaugural meeting. Additional meetings may be required based on the work of the task force.

### **Quorum**

A quorum shall consist of not less than 4 of the voting members.

Task force meetings may be held without a quorum present; however, a quorum will be required for voting purposes.

### **Decision Making and Voting**

Where possible, decisions will be made by consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of the members present vote in the affirmative. Recorded votes shall not be permitted. The task force shall not reconsider a previous motion, unless directed by Council.

### **Reporting and Communications**

The task force is to serve as working group of the Diversity Advisory Committee. The task force has delegated authority to act within their scope. Recommendations

requiring implementation, expenditures, reports, or staff actions must first be considered by staff.

### **Conflict of Interest**

Task Force members are expected to perform their task with a high sense of personal and professional integrity. Accordingly, it is incumbent upon them to reveal any potential or perceived conflict of interest in their role as a task force member and to excuse themselves or abstain from participation if necessary. Municipal conflict of interest requirements as defined by legislation will apply to the task force members.