

# Ajax Anti-Racism Task Force

## 2024 Terms of Reference

### 1. Purpose:

The Ajax Anti-Racism Task Force (AARTF) aims to address systemic racism and hate experienced by various groups in the Town through a hub and spoke model, with identified working groups addressing disparities in racialized and underrepresented communities. Through the hub and spoke model, the AARTF can focus on anti-racism through multiple lenses, such as anti-Black racism and Indigenous truth and reconciliation building simultaneously in accordance with the work plan.

The AARTF will collaborate with the Town's Diversity and Inclusion Coordinator, community stakeholders, and other relevant partners to ensure consistent implementation of the Town's anti-racism framework aligned with the Ontario Human Rights Code principles.

Ajax plans to combat systemic and institutionalized racism by creating the AARTF with members who have lived experiences of racism and come from underrepresented communities such as Indigenous, Black, Jewish, Person of Colour, and 2SLGBTIA+. The aim is to center these voices as advocates for progressive change and awareness in Ajax.

### 2. Mandate:

The AARTF is a committee of the Council in accordance with these Terms of Reference (these Terms of Reference guide all committee members). The role of the AARTF is to advise and create a work plan detailing recommendations to raise awareness and combat issues related to structural, systemic, and interpersonal racism.

The budget for the AARTF will be decided based on their work plan and presented for approval through the Town's yearly budget process by the Diversity and Inclusion Coordinator.

### 3. Scope:

The scope of activities that the AARTF may undertake includes, but is not limited to:

- Creating recommendations for addressing racism and implementing anti-racism awareness initiatives to advance diversity, inclusion, and equity in the Town.
- Supporting and enabling successful implementation of the Town's anti-racism plans by engaging and influencing relevant community partners and stakeholders.

- Hosting events and forums for the community to learn more about what the Town is doing to address systemic and institutionalized racism and discrimination.
- Providing updates to Council at council meetings on the progress of the AARTF in implementing anti-racism recommendations toward combating systemic and institutionalized racism.

#### **4. Reporting Relationships:**

- The AARTF shall regularly update Council with its findings and recommendations, at least once annually.
- The Council representative and the Town's Diversity and Inclusion Coordinator will act as the Town's liaisons to the AARTF with no voting rights.

#### **5. Membership Composition:**

- The AARTF will be composed of 9 members who are Ajax residents who identify as racialized or underrepresented community members with lived experience and/or specialized expertise.
- Of the nine members, 3 to 6 representatives will be from specialized organizations such as:
  - Community and socially focused organizations in Ajax.
  - Professional associations in Ajax.
  - Healthcare and non-profit organizations in Ajax.
  - Ajax resident with academic experience in Indigenous relations, anti-racism, social justice, anti-oppression, and Semitism.
- One Town Council representative/liaison with no voting rights.
- One Town Staff liaison – Diversity and Inclusion Coordinator with no voting rights
- The AARTF may invite individuals with specialized expertise to attend meetings on an as-needed basis in a non-voting capacity.
- The term of membership shall correspond with the term of Ajax Council. The Town will seek a replacement per Section 6 if a member is unable to complete their term.

## **6. Attendance Management & Resignation of Members**

- Wherever possible, Members shall inform the staff in advance of any planned absence.
- Before appointment, members shall commit to not being absent for more than three (3) meetings within a calendar year (unless documented due to extenuating circumstances – e.g. illness, parental leave, compassionate grounds, etc.).
- After two (2) absences by any Member at regularly scheduled meetings, the following process shall be followed:
  - Staff shall contact the absent Member by e-mail to review the attendance requirements and identify any extenuating circumstances preventing the member's attendance.
  - If no extenuating circumstances are provided, staff shall inform the absent member that if they are absent from a third meeting, their appointment may be revoked by resolution of Council.
- To address the conflicting commitments to attend meetings, statutory authorities and other Council business, the attendance management section of this policy shall not apply to members of Council.
- Committee Members wishing to resign their appointment shall submit their resignation in writing to the Legislative & Information Services Department.

## **7. Membership Selection:**

- For selecting members, a call for interest will be facilitated through the Town's website, social media and other communications channels. Interested individuals must complete an application form outlining their interests and qualifications.
- The Town shall contact community, academic and professional leaders and invite them to apply for the AARTF.
- During recruitment and screening of members of the AARTF, regard and consideration shall be given to applicants who achieve a diversity of intersecting and social identities, previous community and professional involvement, knowledge of race-related issues, lived experience, Ajax residency and availability to attend regular meetings.
- A staff panel will review applications and a short list of candidates who fulfill the eligibility criteria will be invited to participate in an interview.
- Following interviews, the staff panel will decide on member appointments.

## 7. Membership Responsibilities and Roles:

- All members are considered equal voting members when decision-making is taking place.
- Members are expected to attend all meetings and implement the mandate of the AARTF. This includes any ad-hoc committee work required to implement the recommendations and anti-racism plan.
- Ad-hoc committees may be formed to complete specific items related to the AARTF mandate and work plan. Any work completed by ad-hoc committees must be communicated to the Chair and staff liaison and included in the meeting minutes.
- Members shall exercise professional, courteous, and polite conduct as Town and the AARTF representatives.
- Respect the dignity and rights of all members equally and without prejudice or judgment.
- Personal agendas as a representative of the AARTF will not be tolerated, and members may be subject to dismissal.
- **Chair:** The Chair will be on a rotational basis annually and will be responsible for leading the discussion at each meeting and coordinating leading the meeting/discussions and presentations.
- **Staff Liaison:** The staff liaison will be the first point of contact for all AARTF members. They are responsible for creating meeting agendas, recording minutes and tracking attendance. Staff are responsible for removing a committee member due to interpersonal conflict, conflicts of interest or other issues which undermine the committee's effectiveness.

## 8. Meetings:

- Meetings will be held at least once monthly on the second Thursday of each month. There will be no meetings in July or August. The total term of meetings will end in June 2026.
- Meetings will be 2 hours in length unless otherwise decided by staff.
- Task Force meetings will be in-person or via electronic meetings when necessary. Meeting space and discussions with the public or community would be organized with the Town's Diversity and Inclusion Coordinator.

- Minutes from all AARTF meetings will be posted publicly on the Town of Ajax website.

### **Meeting Operations:**

- The staff liaison will create the agenda for each meeting. The plan shall be distributed to all Task Force members electronically at least one (1) week before the scheduled meetings.
- If a meeting must be cancelled or rescheduled, the Chair shall notify all members at least two (2) days before the meeting.
- Minutes from each meeting will be shared within one (1) week with all members following the meeting.

### **Remuneration:**

- Remuneration for the task force will be \$65.00 per meeting for all members. Attendance is a requirement to be compensated. Participation outside the meetings (subcommittees, events, research, etc.) is voluntary.
- The Town's Diversity and Inclusion Coordinator will provide semi-annual reports to the Town's Finance Department reporting on attendance. Payment will occur once a year or upon the termination of membership.

## **9. Decision-Making and Voting**

- No decisions or voting can be made in the absence of a quorum. When a vote is necessary, a motion must be moved and seconded before voting.
- Quorum represents the attendance of a majority of the Membership plus one.
- Any procedural matter not defined in these Terms of Reference may be decided by the Chair of the AARTF, in consultation with the staff liaison, and confirmed by the members with a majority vote at a meeting.

## **10. Communications and Media**

Requests from the media for comment about AARTF business or operations should be directed to the Town's Diversity and Inclusion Coordinator before acting on the inquiry. The Town's Diversity and Inclusion Coordinator can also access communication and media support.

## **11. Term of the Task Force**

The Ajax Council voted that the Ajax Anti-Racism Task Force will serve until June 2026.

## **12. Work Plan**

A Framework for the AARTF was designed to initiate immediate discussion and action by the members. The AARTF is responsible for establishing a formal work plan while implementing the recommendations by the 2020 Ajax Anti-Black Racism Task Force as one of the main pillars of action where all members can provide input and vote. The Town will approve this work plan. The anti-racism work plan will remain flexible and built out as the AARTF work evolves.