



Anti-Racism Advisory Table Terms of Reference

The City of Ottawa is creating an Anti-Racism Advisory Table to help inform the City of Ottawa in advancing its Anti-Racism Strategy. The Strategy will target systemic racism within the organization as a workplace and in City programs, services, and policies.

Context

The Ontario Human Rights Commission defines systemic racism as “patterns of behaviour, policies or practices that are part of the structures of an organization, which create or perpetuate disadvantage for racialized persons.”¹ Racism has specific and devastating effects on different communities. For Indigenous people, “the cumulative impacts of structural racism have been felt throughout generations”.² It includes ideas and practices that establish, maintain, and perpetuate power imbalances, systemic barriers, and inequitable outcomes that stem from the legacy of colonial policies and practices in Canada.

Anti-Black racism results in the social, economic, and political marginalization of Black Canadians, it’s occurrence along with racial stereotypes against Black Canadians “are so deeply entrenched in institutions, policies and practices, that its either become functionally normalized or rendered invisible”.³

In recent years, Ottawa residents have been impacted by a surge of anti-Semitic and Islamophobic hate crimes, as well as record levels of reported hate crimes against Asian Canadian since the onset of the COVID-19 pandemic.

The city is committed to listening, learning, and collaborating with community associations and organizations as well as partners at various levels of government and institutions to achieve equitable outcomes for Indigenous and racialized residents.

¹ Ontario Human Rights Commission, Racism and racial discrimination: Systemic discrimination (fact sheet).

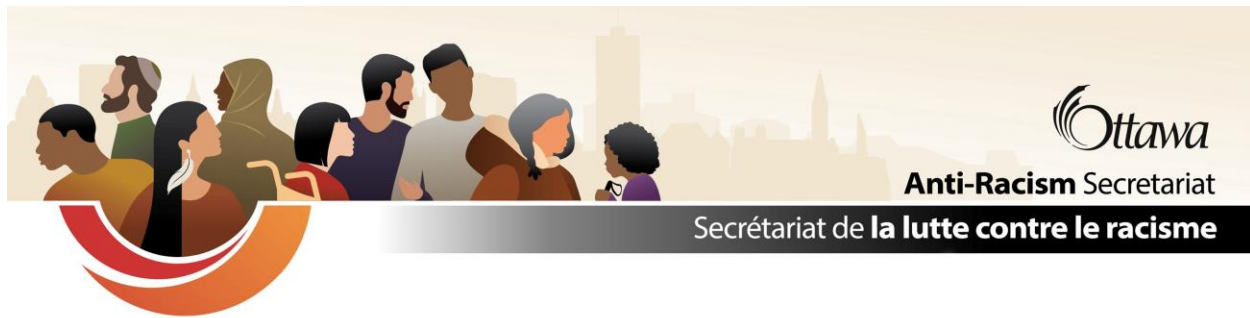
<http://www.ohrc.on.ca/en/racial-discrimination-race-and-racism-fact-sheet>

² National Collaborating Centre for Indigenous Health, Indigenous Experiences with Racism and its Impacts (fact sheet).

https://www.nccih.ca/495/Indigenous_experiences_with_racism_and_its_impacts.nccih?id=131

³ Government of Ontario, Data Standards for the Identification and Monitoring of Systemic Racism (Glossary).

<https://www.ontario.ca/document/data-standards-identification-and-monitoring-systemic-racism/glossary>



Background

In November 2019, a proposal by Councillor King to establish an Anti-Racism Secretariat (ARS) at the City of Ottawa was accepted and adopted in the City's 2020 budget. Council committed funding for a full-time Anti-Racism Specialist position, and on December 3, 2019, committed one-time funding for the creation of an Anti-Racism Strategy.

In July 2020, Council approved the nomination of Councillor Rawlson King as the Council Liaison for Anti-Racism and Ethnocultural Relations Initiatives to support the initiatives of the Anti-Racism Secretariat. The ARS is comprised of one full-time staff and one full-time temporary position as part of the Gender and Race Equity, Inclusion, Indigenous Relations and Social Development Service that was created in September 2020.

The ARS will target systemic racism by applying an anti-racist approach to the way the City develops policies, makes decisions, evaluates programs, and measures outcomes. The work consists of developing an Anti-Racism Strategy that addresses six key areas, previously identified by the community, where racialized people face disparities and where the City of Ottawa can make a demonstrable impact to address these inequities.

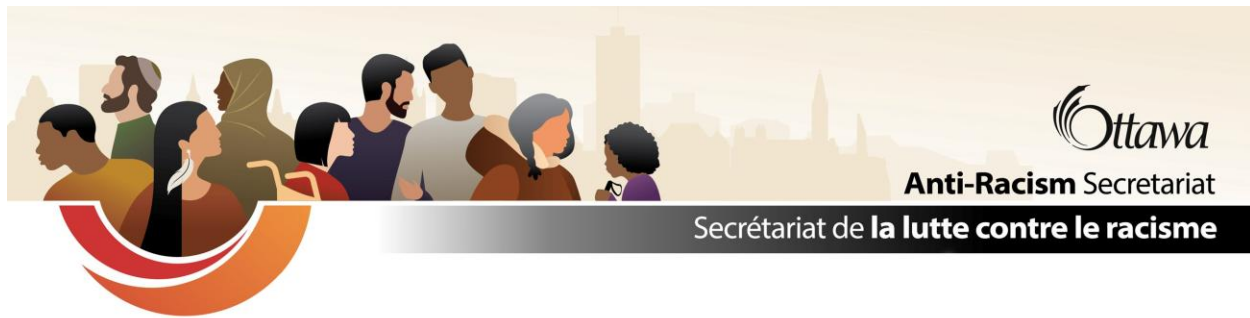
The Anti-Racism Secretariat is taking an intersectional approach by examining the experiences and recommendations of racialized individuals who are also members of other equity-deserving groups, including women, youth, newcomers, 2SLGBTQQIA+ people, Francophones, and people living with disabilities.

A steering group was established to guide the creation of this Advisory Table and its Terms of Reference.

Approach

The Anti-Racism Advisory Table recognizes that Ottawa is built on un-ceded Algonquin Anishinabe territory and honours Algonquin presence and nationhood. The Table also recognizes and respects the presence and contributions of all First Nations, Inuit, and Métis, including urban Indigenous communities in Ottawa. As such, the city of Ottawa is working on a parallel process with Indigenous communities in collaboration with the Ottawa Aboriginal Coalition on priorities they have identified.

The Table will utilize an anti-racist, intersectional, trauma informed approach.



Mandate

The mandate of the Anti-Racism Advisory Table is to work collaboratively in raising awareness about systemic and individual experiences of racism; bring forward community perspectives; advise and build on the actions identified during the engagement sessions to effectively confront racism within the six priority areas in which the strategy is meant to address: employment equity, housing, governance, economic development, health outcomes, and youth development.

Conversations may also include evidence-based and experiential data on hate crimes and extremism, racism against Indigenous Peoples, anti-Black racism, anti-Asian racism, xenophobia, Islamophobia, antisemitism, and the intersectional experiences of racialized people to inform the City's Anti-Racism Strategy.

Roles & Responsibilities of Members

Anti-Racism Advisory Table members will:

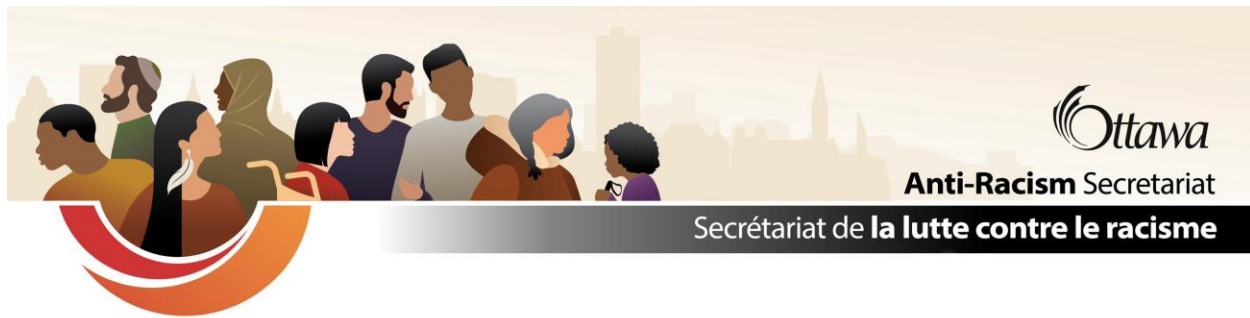
- Share expertise and contribute to knowledge building to map key issues, risks and opportunities.
- Liaise between stakeholder groups and the Anti-Racism Advisory Table to inform on trends, community concerns and best practices in anti-racism approaches.
- Identify opportunities to advance the progress, adoption and integration of the Anti-Racism Strategy within City systems, structures, and services.

Membership

The Anti-Racism Advisory Table will consist of 24 people made up of members from the community and City of Ottawa.

There will be seventeen (17) Community members, the majority being leaders (management or board members) of organizations/agencies with mandates to serve racialized communities, as well as individual contributors who have expertise and a record of accomplishment in leading positive change. One of the community members will serve as co-chair of the Table.

There will be a total of seven (7) City representatives including two (2) representatives from City Council, including the Mayor or a designate and the Council Liaison for Anti-Racism and Ethnocultural Relations Initiatives; two (2) members of the City of Ottawa senior leadership team, including the City Manager or designate and General Manager,



Community and Social Services; three (3) representatives from the Gender and Race Equity, Inclusion, Indigenous Relations and Social Development Service, including the Director who will serve as co-chair, the Anti-Racism Specialist, and the Program Manager of the Equity Secretariat.

In 2016, the Mayor and Somali Community Table was formed with the goal of addressing issues facing the Somali Community. At the last meeting on December 15, 2020, City staff recommended that the Somali community representatives become an integral part of the ARS Advisory Table instead of maintaining a separate table; the recommendation was adopted unanimously by members. As such two (2) seats will be designated for members from the former Mayor and Somali Community Table.

The City of Ottawa considers equitable representation of individuals with intersectional backgrounds (i.e. individuals with two or more overlapping social identities), when selecting members, with no fewer than three seats reserved for members from Black communities. In addition to having a range of people from various ethno-racial and religious groups, the City will strive for equitable representation of all gender groups (including women, men, and gender diverse persons), youth, seniors, community elders, newcomers, 2SLGBTQQIA+ people, and people living with disabilities.

Advisory Group members will be asked to commit to a membership term of 12 months from September 2021 to September 2022 and members can reapply for up to two-terms.

Selection of Members

The Anti-Racism Secretariat will assemble a committee to select members for the Table considering a balance of representation and the following criteria:

1. Candidate's experience and track record of actioning anti-racism outcomes.
2. Specific expertise and knowledge, in one of the following areas, health equity, data analysis, law, communications, and social services and representation of the lived experience of racialized communities.
3. Specific expertise and knowledge in one or more of the following areas housing, healthcare, education, employment and entrepreneurship, youth development, governance.
4. Intersectional representation, including but not limited to age, class, disability, gender, religion and sexual orientation.

Interested participants, will be invited to complete an application process.



If members are not selected, they may choose to keep their candidature in a pool for consideration at a later date.

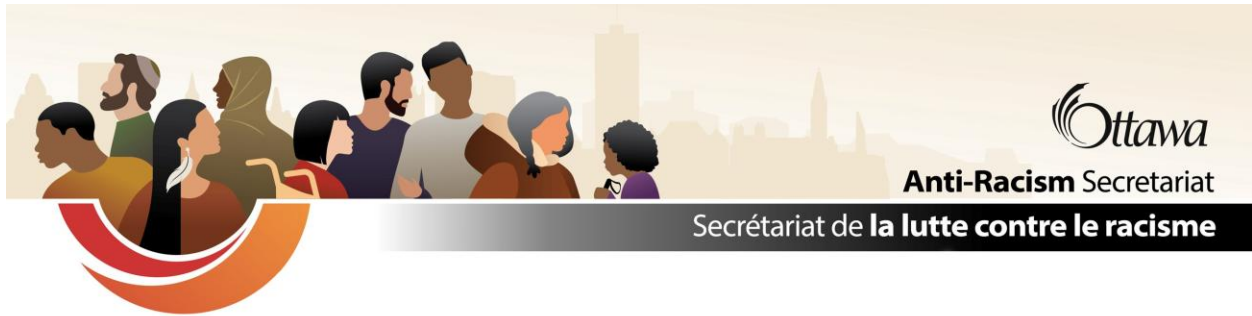
Resources

Gender and Race Equity, Indigenous Relations, Diversity and Inclusion staff will act as a secretariat for the Table including:

- Providing administrative support (e.g. agenda setting, minutes and other related duties);
- Coordinating meetings and other activities of the Anti-Racism Advisory Table; and
- Providing support for the development and implementation of key documents, e.g. workplan.

A consultant will support the Table as a facilitator to:

- Guide thought provoking dialogue that will ensure proposed solutions, identify and challenge barriers;
- Develop meeting materials to advance conversation;
- Set the pace of meetings;
- Foster collaboration;
- Lead discussions and steering the group towards a decision;
- Ensure the conversation translates into actionable items for follow up by the ARS; and
- Capture all decisions and action points, reflecting this back to the advisory table for alignment and agreement.



Meeting Structure

The Anti-Racism Advisory Table will meet on a weekday evening, every two (2) months or more frequently as needed during the development phase of the strategy.

Meetings will be conducted in English. However, all meeting materials will be provided in both English and French. Participants will be invited to communicate in the official language of their choice. If required, live translation will be available to create as comprehensive an understanding of the discussions as possible.

Members are invited to inform staff of accommodation needs and all requests will be respected.

Minutes, action items and other meeting communications will be made available through a designated document sharing site.

Decision Making

Anti-Racism Advisory Table decisions will be made by consensus. If consensus cannot be reached and a firm decision must be made, the Co-chairs will call a vote and the majority decision will hold. The City of Ottawa will retain the right to make final decisions in regards to the planning, management and implementation of the Anti-Racism Strategy for which they are responsible.

Conflict of Interest

An Advisory Table Member shall not participate in any Advisory Table discussions and/or decision-making if the Member has an actual, potential or perceived conflict of interest in relation to the discussion item or matter being considered.

A conflict of interest includes, but is not limited to, any circumstances where the Member has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Member's objective, unbiased and impartial judgment in relation to the discussion item or matter being considered. A conflict of interest includes taking part in a discussion where a decision may result in financial benefit to the Member's organization/agency, the Member or their spouse, partner, child, parent or other family member.

A Member of the Advisory Table shall disclose to the Members of the Advisory Table, an actual, potential or perceived conflict of interest and withdraw themselves from discussions and decision-making on the matter being considered. Where an Advisory



Table Member believes or has been advised that they have or may have an actual, potential or perceived conflict of interest in a particular discussion item or matter being considered, they shall:

1. Prior to any consideration of the matter, disclose their interest and the general nature thereof;
2. Leave the room, or be placed in a virtual breakout room, for the duration of time that the matter is being considered;
3. Not take part in the discussion of, or vote on any question or recommendation in respect of the matter; and
4. Not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.

Confidentiality

All discussions at the Anti-Racism Advisory Table are considered confidential unless otherwise declared by the co-chairs and the Table. This will create an environment where members are free to speak without fear of misinterpretation if information is shared beyond the Table. Information will be shared with City Council and the public through approved reports and communications.

Invited Guests

From time to time, guest speakers may be invited as suggested and decided on by the Table to advance a topic or decision. This will be at the discretion of the co-Chairs.

Honoraria

Given the expertise, contribution, and time commitment that members are expected to bring to the Table, the Anti-Racism Secretariat approves honoraria for Members for the term as follows:

- a. Payments of \$200 per meeting attended, to the maximum number of meetings specified in the Terms of Reference, in compensation for their preparation, attendance, and participation.
- b. Honoraria are not intended for members who serve as representatives of organizations or businesses where they are employed.
- c. There are no additional honoraria for public members who serve as co-chair.
- d. Honoraria are not paid for attendance at sub-committee meetings or events.



These payments will be actioned upon receipt of an official invoice from Members.



Appendix A – Glossary

Glossary

Anti-racism – “Anti-racism is a process, a systematic method of analysis, and a proactive course of action rooted in the recognition of the existence of racism, including systemic racism. Anti-racism actively seeks to identify, remove, prevent, and mitigate racially inequitable outcomes and power imbalances between groups and change the structures that sustain inequities.”^[1]

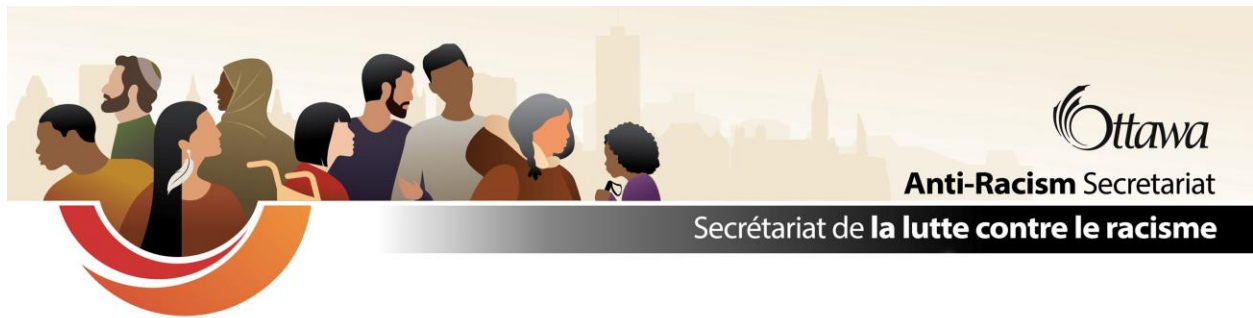
Intersectional approach – “Each of us could identify with more than one group. It is this intersection, or crossover of identities of who we are that affects how we experience the city. This is called intersectionality. People’s lives are multi-dimensional and complex. Lived realities are shaped by different factors and social dynamics operating together.”^[2] The term intersectionality was coined by Black feminist scholar Kimberlé Crenshaw, to describe the experience of those who face more than one form of oppression at once.

Trauma-informed approach – “Trauma- and violence-informed approaches are policies and practices that recognize the connections between violence, trauma, negative health outcomes and behaviours. These approaches increase safety, control and resilience for people who are seeking services in relation to experiences of violence and/or have a history of experiencing violence.”^[3] In the context of anti-racist work, this recognition centres the impacts of traumas and violence caused by systemic racism.

Algonquin Anishinabe – Ottawa is located on the unceded and unsurrendered territories of the Algonquin Anishinabe nation. The Algonquin Anishinabe nation has been the stewards of the watershed of the Kichi Sibi (the Ottawa River) since time immemorial.

Racialized communities – “Racialized persons and/or groups can have racial meanings attributed to them in ways that negatively impact their social, political, and economic life. This includes but is not necessarily limited to people classified as “visible minorities” under the Canadian census and may include people impacted by antisemitism and Islamophobia.”^[4]

Antisemitism – “Antisemitism is latent or overt hostility, or hatred directed towards, or discrimination against, individual Jewish people or the Jewish people for reasons connected to their religion, ethnicity, and their cultural, historical, intellectual, and religious heritage.”^[5]



Islamophobia – “Islamophobia is racism, stereotypes, prejudice, fear, or acts of hostility directed towards individual Muslims or followers of Islam in general. In addition to individual acts of intolerance and racial profiling, Islamophobia can lead to viewing and treating Muslims as a greater security threat on an institutional, systemic, and societal level.”^[6]

Indigenous – “Indigenous people identify as being descended from the Original Peoples of what is currently known as Canada. In this context, Indigenous peoples include people who may identify as First Nations (status and non-status), Métis and/or Inuit and any related identities.”^[7]

Systemic racism – “patterns of behaviour, policies or practices that are part of the structures of an organization, which create or perpetuate disadvantage for racialized persons.”^[8]

^[1] <https://www.ontario.ca/document/data-standards-identification-and-monitoring-systemic-racism/glossary>

^[2] https://documents.ottawa.ca/sites/documents/files/ei_lens_hb_en.pdf/

^[3] <https://www.canada.ca/en/public-health/services/publications/health-risks-safety/trauma-violence-informed-approaches-policy-practice.html>

^[4] <https://www.ontario.ca/document/data-standards-identification-and-monitoring-systemic-racism/glossary>

^[5] <https://www.ontario.ca/document/data-standards-identification-and-monitoring-systemic-racism/glossary>

^[6] <https://www.ontario.ca/document/data-standards-identification-and-monitoring-systemic-racism/glossary>

^[7] <https://www.ontario.ca/document/data-standards-identification-and-monitoring-systemic-racism/glossary>

^[8] Ontario Human Rights Commission, Racism and racial discrimination: Systemic discrimination (fact sheet). <http://www.ohrc.on.ca/en/racial-discrimination-race-and-racism-fact-sheet>