

1. GENERAL INFORMATION

Working group name:	Anti-Racism Working Group (ARWG)
Reporting to:	Inclusion Advisory Committee (IAC)
Date of formation:	TBD
Meeting frequency:	3-6 times per year or as deemed necessary by the Chair
Staff lead:	Manager of Family and Leisure Services
Staff liaison:	As determined by staff lead as per Section 4.2.1

2. PURPOSE

The Anti-Racism Working Group (ARWG) is primarily responsible for (1) developing and implementing a work plan that fosters anti-racism while promoting diversity and inclusion in the City of St. John’s, and (2) providing solution-based recommendations to Council and City Staff.

The recommendations put forward by the ARWG to Committees will occur in the manner defined by these terms of reference to best support City Policy. Both the Working Group and Committees have no decision-making authority and are advisory only.

Working Group Relationship to Strategic Plan: A Connected City – A City where people feel connected, have a sense of belonging, and are actively engaged in community life.

Applicable Legislation/City Bylaws: City of St. John’s Act

Other City Plans, Guides or Strategies: Healthy City Strategy, 2021

Other Distinct Deliverables and Considerations:

1. The Working Group will be consulted on any city public engagement process where obtaining the perspective of persons with lived experience of racism is identified.
2. The Working Group, working cooperatively with city staff and departments, will identify distinct opportunities to engage persons with diverse cultural backgrounds and lived experiences, and those facing other barriers in civic matters.
3. The Working Group will work cooperatively with relevant City groups and committees on issues of mutual interest.

3. MEMBERSHIP AND COMPOSITION

3.1 COMPOSITION

The Anti-Racism Working Group will be comprised of a minimum of 11 and maximum of 15 total volunteer members from the following stakeholder groups:

3.1.1 Public Members

Chair

One member of the ARWG will serve as the Chair. Before selecting the first Chair, the City of St. John's issued a Call for Members for the Inclusion Advisory Committee, seeking applications from members of the public "with an in-depth knowledge, understanding and lived experience of racism as well as expertise in building a culture of anti-racism that fosters inclusion and meaningful participation in the community". Following an extensive search and selection process, the IAC selected one individual who best met these criteria to serve as their anti-racism representative and Chair the ARWG. City Council approved this decision.

Vice Chair

The Chair of the ARWG will choose one member to serve as Vice Chair. Similar to the other public members, the Vice Chair is expected to have relevant lived experiences, connections to diverse communities, and an ability to understand racism and anti-racism through multiple perspectives. The Vice Chair will substitute for the Chair when necessary.

Organizations

The Working Group will be comprised of a minimum of 11 persons (staff and/or board members with decision making authority) representing agencies with expertise in building a culture of anti-racism and inclusion. Each organization may appoint an alternate representative to attend Working Group meetings in the event that the primary member is unable to attend. Organizational representatives include:

Up to six (6) persons (staff or volunteer board members with decision making authority) representing organizations that have expertise and/or experience working with individuals who have experienced racism and discrimination:

- Anti-Racism Coalition of Newfoundland (ARC-NL)
- Human Rights Commission
- First Light/First Voice
- Fédération des francophones de Terre-Neuve et du Labrador (FFTNL)
- Association for New Canadians
- Royal Newfoundland Constabulary (RNC)

Up to five (5) individuals (staff or volunteer board members with decision making authority) representing organizations that have expertise in racism and fostering anti-racism in one or more of the following areas:

- BIPOC (Black, Indigenous, People of Colour)
- Women
- Youth
- Newcomers
- 2SLGBTQIA+
- Ethnicity/Religion
- RNC/RCMP
- Academia/Research
- Employment
- Arts and culture

Residents with Lived Experience

The Working Group will be comprised of no more than four residents with relevant lived experience and connections to diverse communities. At least one community member between the ages of 18-30 at the time of their application will be appointed to the Working Group for youth representation and must be a resident of St. John's.

Sub Working Group

When deemed necessary, the Working Group may strike a sub working group to deal with specific issues or deliverables. Sub working groups must have at least one member from the larger Working Group. Composition may also include other members of the public and organizational representatives. Sub working groups shall meet as an independent group, reporting to the Working Group on specified meeting dates, or as deemed necessary by the Chair or Lead Staff.

3.1.2 Staff and Council Members (Ex-Officio Members)

Lead Staff

A Lead Staff will be appointed to the Working Group by the appropriate City executive or senior management.

Staff Liaison

The Lead Staff may request staff support from other divisions and programs/services when required, including but not exclusive to: Human Resources; Economic Development; Inclusion, Communication, Engagement, Culture; and Healthy Communities.

City Clerk

The City Clerk will have representation on the Working Group.

3.2 LENGTH OF TERM

Public Members

Unless otherwise indicated, the Working Group term of appointment for all public members is two years. Recognizing the value of experience and the need for continuity, incumbents who are willing to seek reappointment may signify their intent to serve an additional two years, for a total of two two-year terms. In some cases, members may be encouraged to provide guidance, expertise and attend in a bridging capacity following the end of their term. Where appropriate, organizations will be required to alternate appointed representatives following the completion of two two-year terms.

Lead Staff

A review of Lead Staff role will occur every four years as part of the Working Group review.

Cooling-off Period (Former City Staff and Council)

There will be a cooling-off period of two years for Staff once they are no longer associated with the City. Setting term lengths with a cooling-off period will promote gradual turnover, ensuring a constant balance between new members and former staff.

Additional Considerations:

- Working group membership is of a voluntary/unpaid nature.
- Midterm Appointments: When an appointment is made which does not coincide with the beginning of a term (i.e. to fill vacancy) the partial term (i.e. less than two years) shall not count towards the maximum length of service or number of terms on the Working Group for the appointee.

Exceptions to the above terms are as follows: when an insufficient number of applications have been received; if a particular area of expertise is indispensable and there are no other suitable replacements; if the Working Group would suffer from a lack of continuity (i.e. more than half of all members are replaced at once); if directly related to the Working Group's purpose as defined in its Terms of Reference.

4. ROLES, RESPONSIBILITIES AND REPORTING

4.1 ROLES AND RESPONSIBILITIES

Working Group roles include:

- Advising and making recommendations to Council through the Inclusion Advisory Committee, in a manner that will support City policy matters relevant to the Working Group's defined purpose.
- Providing resident and organizational based expertise.
- Developing and implementing a work plan to foster anti-racism in the City of St. John's.
- Working within given resources.

Shared Member Responsibilities

Conduct

Members shall strive to serve the public interest by upholding Federal, Provincial and Municipal laws and policies. Working Group members are to be transparent in their duties to promote public confidence. Members are to respect the rights and opinions of other Working Group members.

Agendas

- Agendas and accompanying materials will be circulated electronically one week before meetings; members are expected to review all distributed materials prior to meeting. Alternate material distribution methods will be made available upon request.
- Agendas to require focus with clear parameters for content and alignment with the terms of reference/purpose.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but prior to the meeting) will be moved to the following meeting’s agenda at the discretion of the City Clerk.
- All public members are to submit potential agenda items and related material to the Working Group Chair and Lead Staff person at least one week before meetings.

Attendance and Participation

Active participation in Working Group meetings is expected of all public members. “Active participation” may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. If a member declines three consecutive attempts to schedule a meeting or is unable to attend three consecutive scheduled meetings without justified absence, that member may be retired from the Working Group at the discretion of the City Clerk.

Working Group members who wish to request a leave of absence for an extended period of time (3+ months) may submit such a request to the City Clerk. Previously submitted applications may be used to fill temporary vacancies created by approved leaves of absence.

Voting

Individuals from City Staff are ex-officio and therefore non-voting.

4.2 MEMBER ROLES AND RESPONSIBILITIES

4.2.1 City Staff

Lead Staff

- To act as a liaison between the Working Group and the City; linking across departments on issues relevant to the group’s work.
- Ensure the Working Group is informed about City policy, procedure and available resources in

reference to specific agenda items and provide procedural and/or technical advice to assist the Working Group where appropriate.

- Request additional staff support/attendance as needed.
- To develop agendas in cooperation with the Chair and City Clerk's Office for distribution.
- Incorporate input from the Working Group into ongoing City work where appropriate (e.g. projects, staff updates, publications).

Staff Liaison

- The work of Other Staff Liaisons intersects with the purpose of the Working Group and therefore they may be required to participate.

City Clerk

- To be responsible for legislative functions related to Working Group operation, establishment, review, and term amendments. This includes leading or supporting day-to-day Working Group activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of Working Group agendas and reporting forms (i.e. meeting notes/minutes).
- Facilitate and support the recruitment and appointment process through assisting in the development of "Notice of Vacancy" contents while ensuring all relevant forms and supporting documentation are completed and received.
- In adherence with the terms of reference, the Office of City Clerk and Lead Staff will oversee Working Group selection with input from the Chair and relevant departments.
- The Office of the City Clerk will work with Lead Staff members to ensure that new members receive orientation.

4.2.2 Public Members

Chair

- The presiding officer of a Working Group will be referred to as "Chair." Working groups shall elect, from among their voting members, a Chair at the end of the prior chair's term.
- Uphold Working Group processes and functions in accordance with all terms presented, maintaining productivity and focus. This includes ensuring Working Group members' conduct themselves in a professional manner.
- With support from the City Clerk and Staff Lead, the Chair will help build and coordinate an anti-racism work plan for the Working Group.
- Prepare and submit agenda items and accompanying materials to the City Clerk (i.e. act as a conduit for all communications between public members and the City Clerk).
- Where appropriate, support the Lead Staff and/or City Clerk in fulfilling Working Group requirements related to reporting processes (annual presentations, written reports, FAQ's etc.).

WORKING GROUP TERMS OF REFERENCE

- Assist in the development of content for Notice of Vacancy documents.
- Review Working Group Terms of Reference with City Clerk and Staff Lead at the end of each term and be prepared to propose amendments as needed.

Vice Chair

- The Vice Chair is to carry out the responsibilities of the Chair when deemed necessary by the Chair, Lead Staff, and City Clerk (e.g. when the Chair is unable to attend a Working Group meeting).
- Support the Chair in upholding Working Group processes and functions in accordance with all terms presented.
- Uphold the responsibilities identified for all public members.

Organizations

In addition to the responsibilities held by all public members, organizational members will also be conduits to/from their respective organizations. As such, they will be expected to provide insight on behalf of organizational stakeholders and update their members on the work of the Working Group.

Residents with Lived Experience

Residents with lived experience are to provide advice and recommendations to relevant committees; applying personal skills, knowledge and experience in carrying out functions commensurate with the defined purpose of the Anti-Racism Working Group. Roles to include: active participation in Working Group meetings; electing a Chair; representing select Working Group interests in the community, and engaging with residents and experts when appropriate.

4.3 REPORTING

The Anti-Racism Working Group shall report to the Inclusion Advisory Committee, which will bring matters forward to the Committee of the Whole - City Council. However, depending on the issue, reports may be directed to another committee.

Standardized Reporting Process:

- The Working Group Chair will report progress and recommendations to the Inclusion Advisory Committee at all Committee meetings.
- The Working Group will produce a work plan outlining specific objectives to foster anti-racism and inclusion.
- Council will be kept informed of Working Group's activities through regular progress reporting through the Inclusion Advisory Committee.
- Organizational representatives will be required to report (i.e. maintain open communication) with their respective organizations regarding the Working Group's activities.

5. WORKING GROUP RECRUITMENT AND SELECTION

5.1 RECRUITMENT, VACANCIES, AND APPLICATIONS

When new members are required, the City Clerk will prepare a “Notice of Vacancy” and distribute it through City communication channels. This document will include information regarding the Working Groups’ purpose, the Terms of Reference and an Application Form. Additional communications opportunities may be identified by relevant departments and Working Group members.

A vacancy on a Working Group may occur on the date that a member resigns, ceases to be qualified, vacates a position, or the Chair requests the member’s resignation due to lack of attendance or incapacitation.

All applicants must complete a Working Group Application Form, which may be downloaded from the City website or obtained by visiting/calling Access 311. Applications will be made available in large print format upon request and may be submitted electronically (built in submission), via mail, by phone, or in person to the attention of the City Clerk’s Office.

5.2 ELIGIBILITY AND SELECTION

Eligibility

Appointments to the ARWG will be made providing adherence to the following eligibility requirements:

1. Preference will be given to residents of St. John’s with relevant lived experience and connections to diverse communities. Exceptions may be made by the selecting body.
2. Organizational representatives must be based in or serve/do business within the City of St. John’s.
3. Organizational representatives are not required to be residents of St. John’s.

Commitment to Equity and Inclusiveness

The City of St. John’s is strongly committed to equity and inclusiveness. In selecting Working Group members, the City and Chair of the ARWG will aim to design processes that are transparent, accessible, and free of discrimination, to identify and remove barriers.

Selection Criteria

In addition to eligibility requirements, an applicant’s specific skills and experience will be important factors in Working Group selection. While all who meet the eligibility requirements outlined above are encouraged to apply, applicants with demonstrated participation in groups or initiatives with goals relevant to the Working Group’s purpose will be preferred. Some other considerations pertaining to general selection criteria include: past professional and volunteer experience, ability to perform required tasks, and complementary skills, or competencies possessed. Those who are selected to serve on the Anti-Racism Working Group will be notified by email.

6. PUBLIC ENGAGEMENT

In accordance with the City of St. John's [Engage! Policy](#), the role of the ARWG in the spectrum of engagement will fall within the realm of "consultation". This means that City Working Groups will provide a forum for the public to provide specific feedback on relevant City matters; helping to inform decision-making. As such City of St. John's Working Groups will be based on the principles of commitment, accountability, clear and timely information, and inclusiveness.

Where applicable, the City will consider the use of other tools to gather community feedback. To learn more about public engagement and find out how to get involved, check out the City's [Engage! St. John's](#) online engagement platform and connect with us on [Twitter](#) and [Facebook](#).

7. OTHER GOVERNANCE

7.1 REVIEW OF TERMS

Taking into account recommendations from the Working Group Chair, the City Clerk and Lead Staff will review the Terms of Reference every two years. The purpose of this review will be to ensure that the operations and function of the Working Group are still aligned with its defined purpose.

7.2 MEETING AND SCHEDULES

Working groups are to formally meet at least three times per year. The exact frequency of meetings will be determined by the Chair, Lead Staff, and City Clerk.

To meet the Working Group meeting quorum, 50% + 1 voting members must be present.

Unless otherwise specified (generally one week prior to a meeting) Working Group meetings shall be held virtually or at a designated City and shall be closed to the public. Meetings may be recorded.

7.3 CONFLICTS OF INTEREST AND CONFIDENTIALITY

Conflicts of Interest

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the Working Group activities. A conflict of interest may be real, potential or perceived in nature. Conflict of Interest may occur when a Working Group member participates in discussion or decision-making about a matter that may financially benefit them, a member of their family, or someone with whom they have a close personal relationship, directly or indirectly, regardless of the size of the benefit.

In cases where the Working Group agenda or discussions present a conflict of interest for a member, that member is required to declare such conflict; abstain from discussion; and remove themselves from the meeting room until the agenda item has been dealt with by the Working Group.

Confidentiality

All Working Group members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Anti-Racism Working Group.

7.4 DATA SHARING

Where appropriate, the ARWG and relevant partners will formalize a data sharing agreement and work to share non-personal data that supports the defined purpose of the ARWG. Any data collection or data sharing that takes place will be to inform decision makers on matters of anti-racism at the local level. The ARWG and partners will agree to share measurable outcomes, indicators, and regular reports to ensure that there is clear and consistent communication on impacts at the community level.

Staff Liaison Name:

Signature: _____

Date: _____

Chair Name:

Signature: _____

Date: _____

City Clerk Name:

Signature: _____

Date: _____