

FREDERICTON ANTI-RACISM TASK FORCE

TERMS OF REFERENCE

1. NAME

- 1.01 The working group shall be called the Anti-Racism Task Force for Fredericton (hereinafter referred to as the 'Task Force' or the 'ARTFF').

2. PURPOSE & AUTHORITY

- 2.01 The Task Force was authorized by an August 23, 2021 resolution of council wherein Council directed staff to form a plan for an anti-racism Task Force.
- 2.02 The purpose of the Task Force is to provide recommendations to City Council as to what City Council can do to combat systemic racism and racial discrimination to assist the City Council in fulfilling its goal of achieving a fully diverse, inclusive, and equitable society.

3. MANDATE

- 3.01 The mandate of the Task Force is to provide recommendations for implementation to City Council to address systemic racism in our city through areas of action such as: generating awareness, reviewing municipal policies and practices, creating spaces for dialogue, improving accountability and safety, carrying out research and training, and increasing diversity in civic leadership.
- 3.02 The Task Force term will end upon the submission of its recommendations to Council or before December 31, 2023 whichever comes first.

4. REPORTING

- 4.01 The Task Force will provide a report with their recommendations to Council upon the completion of their work at either a Regular Council meeting or Livable Community Committee as determined by the City Clerk.
- 4.02 The Task Force may be asked to provide an update on their work to the members of the Livable Community Committee.

5. COMPOSITION

- 5.01 The Task Force shall be appointed by City Council and be comprised of individuals with a commitment for or experience in combatting systemic racism in the community. Based on information collected during the public outreach process where members of the racialized community expressed their preferences for how

Task Force members should be selected, nine members of the Task Force were nominated by their respective communities. In addition, the nine members nominated in this way shall select four more members from a group of applicants who responded to a public call for interest in participating. There was a wide call to any organizations that represent racialized groups in the community; the following groups that nominated people demonstrated interest in participating in the Task Force.

5.011 The members of the Task Force are as follows as of April 2022:

| Name | Affiliation |
|--------------------|---|
| Passionate Ncube* | Numerous international faith-based charitable organizations |
| Jenn Wambolt* | Wil-Doo Cycle Club, Cultural Inclusion and Behavior Change Network, Fredericton Active Transportation Coalition, Breaking The Silence, No One Is Illegal - Fredericton. |
| Prashamsa G.C | Capital Region Mental Health and Addictions Association, Nepali Cultural Association of New Brunswick |
| Christofer Balram* | Community stakeholder with professional lived experience. |
| Renni Thomas* | Community stakeholder with lived experience. |
| Felix Ndayi | NBAA |
| Madhu Varma | Asian Heritage Society of NB, NB Multicultural Council |
| Sarah Rose | Saint Mary's First Nation, Under One Sky |
| Yusuf Shire | MCAF, NBAA |
| David Olara | NBAA |
| Marilyn Kaufman | Atlantic Jewish Council, Center for Israel and Jewish Affairs, Sgoolai Israel Synagogue etc. |
| Timothy Li | Chinese Cultural Association of New Brunswick |

**These four members were selected from the public, the rest represent members nominated by various community groups.*

- 5.02 At the first meeting of the Task Force, each member will present a summary of their experience or what they can contribute to the Task Force and a vote will take place to choose the Chair and Vice-Chair.
- 5.03 The members of the Task Force shall serve for the duration of the Task Force or until December 31, 2023, whichever comes first.

- 5.04 The City Council may invite individuals to attend meetings of the Task Force to provide their expertise or advice. Those individuals will not have voting privileges.

6. PROCEDURES

6.01 GUIDING PRINCIPLES:

1. All Task Force work will be carried out in accordance with the City of Fredericton Procedural By-law(s), the *Local Governance Act*, and other governing legislation and policies.
2. The Task Force will serve and be seen to serve the welfare and interests of the city as a whole and the community at large in a conscientious and diligent manner and shall approach decision-making with an open mind.
3. The Task Force should choose a meeting procedure or format to follow, such as Bourinot's or Robert's Rules of Order.

6.02 RESPONSIBILITIES OF THE CHAIR

1. The Chair will ensure the Task Force is acting in accordance with its approved purpose, authority, and mandate.
2. The Chair shall attend regular meetings, preside at meetings, maintain order, ensure meetings stay within allotted timeframes, and work with the coordinator to create the agenda.
3. The Chair shall liaise with the Community Inclusion Liaison and the Manager on issues that need follow-up outside of Task Force meetings.

6.03 RESPONSIBILITIES OF THE VICE-CHAIR

1. In the absence of the Chair, the Vice-Chair shall act as Chair
2. If the Chair and Vice-Chair are absent, the Task Force shall appoint an Acting Chair from among those members present.

6.04 RESPONSIBILITIES OF THE SECRETARY

1. The Secretary will capture the minutes of the Task Force, and circulate approved minutes and agendas.
2. Maintain administrative records
3. Is responsible for communication and correspondence.
4. Liaise with the Chair to plan meetings.

6.05 RESPONSIBILITIES OF THE TASK FORCE MEMBERS

Members of the Task Force shall:

1. Be committed to improving the quality of life of people of the citizens of Fredericton contributing to the goal of achieving a full diverse, inclusive and equitable society.
2. Promote the Task Force's purpose and mandate; and

3. Facilitate the gathering of information and advice for consideration by the Task Force.

6.06 RESPONSIBILITIES OF THE CITY OF FREDERICTON COUNCIL MEMBER

1. Provide guidance and direction to the Task Force as far as By-Laws are concerned.
2. Represent the City Council in the Task Force.
3. Sits in as an ex-officio member, has no voting right.

7. **GOVERNANCE**

7.01 VOTING

All members of the Task Force shall have an equal vote except for the Chair who will only vote in the case of an equal division. Electronic or virtual voting is allowed in situations where a Task Force member cannot attend a meeting in person.

7.02 MEETING REQUIREMENTS

The Task Force shall determine the date and time of their meetings and shall meet no less than four times during the term of the Task Force.

7.03 TERMINATION OF MEMBERSHIP

An attendance problem occurs and might lead to termination from the taskforce if any of the following conditions exist:

1. The member has three un-notified absences in a row.
2. The member has four notified absences in a row.
3. The member missed more than six meetings in a twelve-month period. The final decision to terminate membership shall be taken by the executive.

7.04 ADDING MEMBERS

Should a member of the Task Force be terminated, that member may be replaced. The process for replacement will consist of:

1. A formal expression of interest, submitted in writing to any member of the executive. Once that expression of interest has been received, the executive shall share it with the membership.
2. At the next regularly occurring meeting, not less than seven days after the membership has been notified of an expression of interest for a vacant seat, members shall vote on whether to accept the applicant to the Task Force.
3. An application is confirmed when a majority of the membership meeting with quorum votes in favor of the applicant. Should more than one person express

formal interest in joining the Task Force for a single vacant seat, the membership shall vote to select their preferred candidate.

4. Candidates for membership shall be notified of the outcome by the executive. This shall be done in writing.

7.05 QUORUM

1. A majority of the members (51%) of the Task Force shall constitute quorum for the purpose of conducting a meeting. Since there are thirteen members, a majority consists of seven members.

2. Any member(s) who do not excuse themselves in advance for missing a meeting will be treated as present.

7.06 CONFIDENTIALITY AND PRIVACY INFORMATION

The Task Force shall abide by and act in accordance with the laws, policies and practices governing all matters related to confidentiality, privacy, and access to information and every Task Force Member shall:

1. Respect the confidentiality of all matters discussed at Task Force meetings and keep all other information and documentation accessed through the Municipality confidential, and
2. Respect and act in accordance with City of Fredericton policies governing the privacy and access to information to which one may acquire in the Municipality, as a Task Force member.
3. Members of the Task Force can only share information with groups that are approved by the Task Force and the Community Inclusion Liaison.

7.07 CONFLICT OF INTEREST

If the member of the Task Force has a conflict of interest on any item before the Task Force, they shall declare the conflict, recuse themselves from the meeting and exclude themselves from the vote until the matter is resolved.

7.08 CODE OF CONDUCT

The Task Force shall conduct itself in a manner consistent with the principles outlined in the City of Fredericton By-law No. A-22, A By-law Establishing a Code of Conduct for the Members of City Council of the City of Fredericton.