

Anti-Black Racism Working Group: Terms of Reference

Preamble

The Anti-Black Racism Working Group acknowledges the discrimination and racism faced by the Black, Indigenous, and People of Colour (BIPOC) communities and are committed to working in solidarity with BIPOC communities.

Section 1: Overview

This document outlines the Terms of Reference (TOR) for the Pickering Public Library's Anti-Black Racism Working Group (ABRWG). The TOR will capture the purpose, structure, and role of the ABRWG, and clearly identify the desired outcomes/outputs.

Section 2: Mission

The ABRWG (given the appropriate resources for outreach and data collected) will review community feedback and identified priorities and collaborate with Library staff to create and implement action plans for improvements and enhancements. Recommendations and action plans will focus on identified systemic discrimination impacting the Library experience for community members who self-identify as Black.

The scope of this work will consider existing and future Library users of all ages, community stakeholders at large, employees, volunteers, and community partners, with an emphasis on inclusion and intersectionality.

Appointed members of the ABRWG will contribute their individual voices, experiences, and insights to group discussions, and decision-making. They will co-assess and co-plan, with Library staff to develop decisions and decision-making processes.

Section 3: Community Priorities

The following key priorities have been identified through a preliminary community survey and community consultations. While the Library recognizes additional stakeholder engagement will be required to further clarify the desired outcomes under each priority, the ABRWG will have access to and will review the survey results as a starting point and focus on the community priorities identified.

The top priorities that emerged from the community survey results are (in demonstrated priority order based on frequency of shared comments):

Theme of Priority:	Percent of participant responses that mentioned the theme:
Staffing – Representation, hiring/recruitment	35%
Collections – Representation and availability	26%
Community Engagement – Initiatives to amplify and hear from Black Voices	18%
Programs/Events – Promoting anti-discrimination and Black history/culture/heritage	18%
Staff Training	18%

Section 4: Goals, Objectives, and Member Responsibilities

Refine and Review Working Group TOR

The ABRWG will review the committee’s name and Terms of Reference annually and revise as deemed necessary. Revisions will be shared with the Library Leadership Team and the Library Board.

Determining and Maintaining Working Group Operational Framework

The ABRWG will:

- Schedule meetings, set agendas, review minutes, and if needed, organize sub-committees.
 - Meetings will occur the second Wednesday of every month at 6:30 pm.
 - Meeting duration will be two hours.
 - Sub-committee and/or ad-hoc meetings outside of the regular meeting cycle may be discussed and determined on an as needed basis.
 - Support for monthly virtual meetings will be provided by the Library (e.g., Zoom platform to host online meetings)
- Review action plans and on-going updates provided by the Library Liaison and/or Library staff pertaining to priorities.
- Meet with the Library Leadership Team and staff directly to discuss, collaborate and assess the Library priorities.
- Meet with the Library Board a minimum of twice a year.
- Stay updated on federal, provincial, and local legislation related to anti-Black racism, equity and inclusion, and human rights. Provide advice, advocacy, and education to support the enhancement of Library services. Relevant updates and information can be gathered and provided by Library staff.
- Deliberate to reach consensus on decision-making matters. Where consensus cannot be achieved, the Chairperson will conduct a vote.
 - Quorum is 50% of total number of members plus one. When quorum is not achieved, motions requiring an ABRWG majority vote cannot proceed and will be deferred to the next possible meeting date where quorum can be achieved.

Community Priorities – Review and Provide Recommendations

The ABRWG will:

- Review top community identified priorities.
- Provide context and recommendations to the Library for addressing each of those priority areas of improvement.
- (During meetings) Share community knowledge, information, and additional detail into the priority and define the gaps the community would like addressed.
- Meet with relevant Library staff, for each of the priorities, to build a comprehensive understanding of existing frameworks, policies, procedures, and/or practices.
- Provide recommendations for successful improvements, enhancements, and/or new services that would significantly reduce the gaps identified.

Advocacy, Research, and Community Involvement

The ABRWG will:

- Maintain connections with and leverage the voices of residents of Pickering to identify systemic barriers that impact the Black People and the Black Community to provide recommendations for improvement.
- Share updates with the community via the public landing page on the Library's website. This page will be created and maintained by Library staff.
- Community residents will be able to email the group via abrwg@pickeringlibrary.ca (which will be monitored by Library staff – see below for more information).
- Engage and foster connections with stakeholders, local grass roots organizations, businesses, and cultural organizations related to the work of the ABRWG.
- Provide input in staff-led consultation, research, review of report findings and make recommendations as necessary on matters of Anti-Black Racism and Library services, internal initiatives and/or internal policies.
- Advocate and promote the value and benefit of the Anti-Black Racism Working Group for all Library users and stakeholders.

Library staff will:

- Provide data, research outcomes, and information as it pertains and supports the discussions of the ABRWG.
- Facilitate consultation, research, and/or other related tasks as requested by the ABRWG, when there are knowledge or data gaps.
- Provide necessary updates on federal, provincial, and local legislation related to anti-Black racism, equity and inclusion, and human rights.
- Share research or report findings and on-going community feedback, pertaining to the priorities.
- Create and maintain the public landing page on the Library's website.
- Monitor the abrwg@pickeringlibrary.ca email account and bring forward all client inquiries to the group at the monthly meeting. For applicable inquiries, a response from the ABRWG may be required and in such situations, the Library will seek the guidance of the ABRWG members for drafting a response.

Section 5: Working Group Composition and Commitment

Composition

- 8 to 10 Community Members (initially appointed by a Community Panel and Library Representatives).
- All members must be 16 years or older.
- All are voting members.
- All members must demonstrate that they live(d) or work in Pickering. During a recruitment effort, should not enough expressions of interest from Pickering candidates be received, the ABRWG may opt to expand membership outside of Pickering, while maintaining a priority to individuals residing and/or working in Pickering.
- 1 Library Liaison (with an optional designated secondary)
- Working Group Member Roles:
 - While the ABRWG acknowledges that this is a collaborative group and that the work would be done as a collective, the following roles will be filled by active members through a self-directed volunteer nomination, followed by a group voting process.
 - Chairperson
 - One elected position.
 - One year (12 months) term with a check-in every 3 months.
 - Responsibilities:
 - Represent the group at Library Board meetings.
 - Organize meeting dates and update members.
 - Create agenda with input from members.
 - Control the flow of meetings in respect of time.
 - Ensure the Terms of Reference are honoured.
 - Vice-Chairperson
 - One elected position.
 - One year (12 months) term with a check-in every 3 months.
 - Responsibilities:
 - Represent the group at Board meetings upon request/absence or Chairperson.
 - Organize meeting dates and update members upon request/absence of Chairperson.
 - Create agenda with input from members upon request/absence of Chairperson.
 - Control the flow of meetings in respect of time upon request/absence of Chairperson.
 - Ensure the Terms of Reference are honoured.
 - Notetaker
 - One elected position.
 - One year (12 months) term with a check-in every 3 months.
 - Responsibilities:

- Effectively take minutes of meetings and share with group.
 - Request approval of meeting minutes from group members.
 - Support the scheduling of regular meetings.
 - Remind group of the 3-month check-in for each of the roles of the ABRWG.
 - Control the flow of meetings in respect of time.
 - Note, this role can be delegated to/supported by PPL personnel if decided by the Working Group.
- Optional: 1 External Facilitator to guide discussions and planning as needed.
 - One-year minimum commitment. At the end of the first 12 months, the ABRWG will perform a self-assessment guided by Library staff and make recommendations on the future of the ABRWG.
 - It is requested that after the one-year self-assessment, the ABRWG shall table and vote for a commitment framework. The TOR will be updated with a minimum term for each voting member, as well as the maximum number of terms a member can hold a seat.
 - In the event the composition is reduced to below 6 during the first 12 months of the ABRWG, the Library Liaison will recall the Community Panel. All three parties (the Library, the Community Panel, and the ABRWG) will collaborate on filling the vacancies.
 - It is requested that after the one-year self-assessment, the ABRWG shall table and vote for an agreed upon membership replacement procedure. The TOR will be updated with an agreed upon procedure for filling a vacant ABRWG seat. This will include roles, responsibilities, and timelines.
 - Subcommittees can be proposed and created by the ABRWG. A proposed subcommittee may be granted by a majority vote and must include a minimum of two current ABRWG members. Additional relevant stakeholders can be invited and included in a sub-committee.
 - Where possible, the members will represent experiences and agencies that best match all the priorities outlined in Section 3.

Member Appointment Process

- Initial group membership appointment process: Through Community Stakeholder recommendations and nominations, the Library will create a temporary Community Panel to participate in the review of applications, facilitate interviews and recommend ABRWG appointees, alongside two Library staff representatives.
- The Community Panel will disband following the creation of the ABRWG.
- As noted above, in the event the composition is reduced to below 6 during the first 12 months of activation, the Library Liaison may recall the Community Panel. All three parties will collaborate on filling the vacancies. Future filling of vacancies may re-activate the Community Panel model (with existing or different Community Stakeholders) if desired. Or the Working Group may table and vote for an alternate method of engaging the community for new members.
- Appointed members should demonstrate experience or expertise with the community's stated priorities.

Meeting Cycle Commitment

- The ABRWG will meet a minimum of 10 times a year (and up to 12 times in one year).
- Quorum is 50% of total number of members plus one. When quorum is not achieved, motions requiring an ABRWG majority vote cannot proceed and will be deferred to the next possible meeting date where quorum can be achieved.

Honorarium Program

The ABRWG honorarium program officially commenced on August 11, 2021. As a result, a Terms of Reference amendment was formally reviewed and approved by the ABRWG members during the August 11, 2021, meeting.

The ABRWG honorarium program:

- Appointed Working Group members will be given the option to participate in the honorarium program. This 'opt in' will be confirmed by submission of the required documentation annually. Honorariums will be issued from the Pickering Public Library.
- An honorarium of \$400 per every six months will be given to members of the Working Group for a total of up to \$800 a year. The rate set is \$66.67 per member, per each two-hour monthly meeting. Attendance is required and will be recorded in the minutes. The Chair or Vice-Chair may seek clarification if an individual only attends for a partial duration, and may exercise discretion based on the following breakdown:
 - Two hours = Full remuneration
 - One hour = Half remuneration
 - 30 minutes or less = Remuneration not applicable
- All group members are requested to communicate in advance, any scheduling conflicts with the Chair or Vice-Chair.
- The honorarium will be issued twice a year at the end of June and December. Opt in documentation must be received two weeks prior to June 30 for the calendar year. Any newly appointed members commencing after June 30 must submit opt in documentation two weeks prior to December 31, for the respective calendar year.
- Maximum yearly income per Working Group member is \$800.00. A T4 will be issued at the conclusion of the income tax year.
- A Working Group member is not entitled to participate in the honorarium program following their last day of active service. Any appointed members exiting prior to June 30, will still be provided with the opt in documentation and eligible for an honorarium covering the months they have attended in the current calendar year. Exiting members who opt into the honorarium program, will receive the honorarium issued at the next interval in alignment with the rest of the group (either end June or end of December dependent on date of departure), regardless of member's service end date. Once an appointed member ceases to be an active member, they will no longer be eligible for any retroactive payments or other payments including honorarium increases. Members will be informed of this at the time of their start date.

Conflict of Interest

- All meetings should begin with any declarations of conflict of interest.
- A conflict of interest exists when an ABRWG member has a material financial interest in a transaction or project under consideration by the Library and/or Library Board or when that person proposes to act on any issue, matter, or transaction in which they or an affiliate association/business/agency has an interest, and in which the covered person may have an interest separate from that of the Library. A conflict of interest may also exist in situations in which there is an appearance that an ABRWG member is utilizing, for his/her/their own benefit, inside information that is proprietary to the Library, is acting in his/her/their own interests rather than the best interests of Library, has the ability to exercise undue influence over the Library's decisions, or is receiving favorable treatment by the Library because of his or her status as an ABRWG volunteer.
- All ABRWG members are expected to report and declare any potential or confirmed conflict of interest to the Library Liaison.
- When a conflict of interest has been identified, the ABRWG member should be absent from discussions on any issue, matter or transaction involving a conflict of interest, unless requested by the Library Liaison, Library Leadership and/or Library Board to give information on the issue, matter, or transaction.
- When warranted by the nature and magnitude of the conflict of interest, and where a conflict of interest cannot be resolved, the ABRWG may request that a conflicted member terminate their commitment.

Section 6: Boundaries and Scope

- The ABRWG is a collection of individuals who bring unique knowledge and skills which enrich the knowledge and skills of Library Staff and Library Board.
- Members of the ABRWG are volunteers who provide feedback, observations, insights, and recommendations.
- The ABRWG does not have formal authority to govern the organization, that is, the ABRWG cannot issue directives which must be followed. The ABRWG is not responsible for actioning identified deliverables and do not hold operational oversight over recommendations.
- The ABRWG will participate in the evaluation process of programs or initiatives, serve as advocates for the community, and ensure anti-racism practices are carried out.

Last revised: August 11, 2021