



RACE RELATIONS ADVISORY COMMITTEE TERMS OF REFERENCE

October 2024

Overview and Mandate

The City of Markham's Race Relations Advisory Committee (the "Committee") is appointed by Council for the City of Markham (the "City"). The Committee provides recommendations, advice, information, and input to the City and Council on matters relating to equity and inclusion, and more specifically cultural equity and anti-racism. The Committee supports the basic principle that Markham values diversity and aims to be a community where everyone is welcome.

The Committee's strategies are aimed at fostering awareness of diversity and identifying opportunities to reduce barriers, eliminate racism, and promote inclusion in the community. Council considers the Committee's input and ideas when making decisions on municipal programs and matters relating to equity, inclusion, and anti-racism.

Duties and Scope

The Committee will:

1. Advise Council and City staff by providing input on:

- Community matters involving equity, inclusion, and anti-racism within the City.
- City policies, programs and procedures which may enhance equity, inclusion and anti-racism in the City, including education and awareness programs.
- Diversity, Equity and Inclusion initiatives, including the City's Diversity Action Plan and Eliminating Anti-Black Racism Plan and the implementation thereof.
- Strategies for the elimination of barriers experienced by equity-deserving members of the community.
- Approaches to encourage local City groups, businesses, agencies and institutions to engage in programs to improve equity, inclusion, and anti-racism throughout the City.
- City efforts to engage the community through awareness of and relationship building with equity-deserving groups.



- Opportunities for the City to collaborate with institutions and volunteer organizations to promote mutual trust and respect among the City's various community groups.
- Opportunities to learn from or participate in equity and inclusion initiatives being undertaken by other municipal, provincial, and federal governments, agencies or committees.

2. Undertake the following activities:

- Report to Council, on an annual basis, documenting the activities, accomplishments and discussions deemed appropriate as the Committee works to fulfill its purpose.
- Act in an equitable, non-partisan manner supporting the City's commitment to diversity, equity and inclusion and to work collaboratively with other City advisory committees or groups, such as the Markham Mayor's Youth Council, Mayor's Black Youth Liaison Committee, and the Markham Accessibility Advisory Committee, on matters of mutual interest with particular focus on promoting and addressing issues of equity, inclusion, and anti-racism.
- Participate actively in meetings to support the objectives of the Committee in its advisory role to Council on matters related to equity, inclusion, and the elimination of racism and discrimination.
- Promote understanding, acceptance and support for the diverse communities residing in the municipality by advising Council on issues and concerns raised by residents and providing advice and input to Council and City staff on possible solutions for removal of barriers to equity and opportunities to improve inclusivity.
- Host the Many Faces of Markham event, in recognition of the United Nation's International Day for the Elimination of Racial Discrimination.
- Provide suggestions, report findings and make recommendations to Council as necessary or at such times as Council may deem desirable, on matters relating to equity, inclusion, and the elimination of racism and discrimination, or on other matters on which Council may seek the Committee's advice.
- Support staff as requested in carrying out programs and initiatives as directed by Council.

Membership and Terms of Office

The Committee shall consist of a maximum of twelve (12) members, consisting of a majority of citizen volunteers representative of Markham's diverse and equity-deserving communities, who reside or work in Markham. Members of Council may also be



appointed to the Committee in accordance with the Council direction for Council membership on Advisory Boards and Committees.

Members are to be appointed by Council and will serve staggered terms of office of one (1), two (2), or three (3) consecutive years. Members may be reappointed in accordance with the City's Board and Committee Appointment Policy. Any changes to the membership, including replacements, will require Council approval.

The Committee will elect a Chair and Vice-Chair on an annual basis. These roles may be re-elected for a consecutive year.

Member Responsibility

Members are expected to be familiar with these Terms of Reference and with issues of equity, inclusion, and anti-racism, particularly in relation to under-represented and marginalized groups within the City of Markham. Members are expected to contribute their expertise actively during Committee meetings.

Each Member is an independent representative to the Committee and does not represent the concerns of only one group. The members shall work together for the purpose of developing a reasonable and practical common approach in a respectful and non-partisan manner.

Members shall declare any situation that is, or has the potential to be, a conflict of interest.

The Chair will be responsible for providing leadership as part of the Committee's governance structure, ensuring that the Committee's responsibilities are met. The Chair will be the primary point of contact to the Staff Liaison for the Committee. It is the responsibility of the Chair to set meeting agendas in consultation with the Staff Liaison; preside over committee meetings, ensuring they are conducted in an efficient, effective and focused manner; and coordinate the delivery of reports to Council, including the annual report.

At the request of the Chair of the Committee, or in the event of the absence of the Chair of the Committee, the Vice-Chair shall carry out any or all of the responsibilities of the Chair of the Committee.

Reimbursement Of Member Expenses

Committee members are not compensated and expenses are not reimbursed.



Frequency of Meetings

Meetings will be held at the frequency mandated by Council for Advisory Committees. Sub-committee and ad-hoc meetings may be arranged at other times. The Chair may call special meetings. Meetings may take place in person at City facilities, virtually, or in a hybrid format.

Sub-Committees

The Committee may form sub-committees to help it achieve its mandate. Sub-committees shall be appointed by the Committee and shall have a minimum of two members of the Committee serving on the sub-committee. Additional members may be added to the sub-committee by Committee resolution.

Meeting Procedure

All meetings will be conducted in accordance with the City of Markham Procedure Bylaw 2017-5, as amended, and the City of Markham Rules of Procedure Governing Statutory and Advisory Committees, as amended.

All Members will adhere to the City of Markham Code of Conduct for Advisory Boards and Committees and the City of Markham Respect in the Workplace Policy.

A majority of the members shall constitute quorum.

Agendas of meetings and approved minutes shall be filed in the Clerk's Office.

Reporting to Council

The Committee will report to Council through the General Committee. After each meeting, the meeting minutes shall be submitted to the General Committee for information.

Authority of Committee

The Committee may not exercise decision-making powers or commit expenditures save for those specifically delegated by Council. Any request for expenditures determined by the Committee for the sole purpose of conducting the business or work of the Committee shall be forwarded to Council for consideration and approval. The Committee may not direct staff to undertake activities without authority from Council.



Staff Resources

The role of staff is to act as a resource to the Committee, but not to be members of the Committee, or to deliberate or draft the findings or reports of the Committee.

The City may assign staff to provide support to the Committee, which may include:

- a) a Committee Coordinator, who may provide administrative staff support, including the taking of minutes, distribution of minutes and agendas, and the general administrative coordination of meetings of the Committee and any sub-committees; and
- b) a Staff Liaison, who may provide coordination between Committee and City staff on Committee-related subject matter and staff advisory support.

Staff from relevant departments may attend and provide additional advisory and technical support as relevant to the mandate and objectives of the Committee.

Amendment of Terms of Reference

Council may revise the Terms of Reference as required.