

Memorandum of Understanding (“MOU”)
Between
The Confronting Anti-Black Racism Advisory Committee (“CABRAC”)
And the
Confronting Anti-Black Racism Partnership and Accountability Circle (“PAC”)

1. Purpose

This memorandum of understanding (MOU) will guide the terms of engagement between the Confronting Anti-Black Racism Unit's Partnership Accountability Circle and the Confronting Anti-Black Racism Advisory Committee. This document aims to provide increased clarity of the roles, functions and responsibilities of each advisory body to increase strategic alignment, opportunities for shared action and to proactively respond to collective areas of interest by outlining principles to foster a complementary and effective working relationship.

This MOU will be circulated for review by Co-Chairs of both advisory bodies, and as a reference document to members of each advisory.

2. CABRAC

The Confronting Anti-Black Racism Advisory Committee (CABRAC) is a one of seven City Council appointed advisory bodies at the City of Toronto. Established by City Council on September 30, 2020 ([EX16.1](#)), the Confronting Anti-Black Racism Advisory Committee provides advice to City Council on emerging issues and trends of significance to Black communities with a primary mandate to support the implementation of the principles of the [United Nations International Decade for People of African Descent](#) (UNIDPAD) to recognize the decade and advance the City's commitment. The CABRAC is also mandated to provide strategic advice on areas of child welfare, housing, healthcare, employment and entrepreneurship, education, and the policing and the criminal justice system to promote more equitable outcomes for Black Torontonians. The CABRAC's terms of reference can be found [here](#) and list of members and relevant meeting minutes can be found [here](#).

3. PAC

The Partnership and Accountability Circle (PAC) is the primary advisory body for the City of Toronto's Confronting Anti-Black Racism Unit. The PAC was established as part of the Toronto Action Plan to Confront Anti-Black Racism to ensure members of the Black community guide and support the full implementation of all actions and recommendations outlined in the Toronto Action Plan to Confront Anti-Black Racism. The Terms of Reference for the PAC can be found [here](#) and the list of their members can be found [here](#).

Roles and Functions of Each Body

The CABRAC and PAC have both been developed to further embed the leadership of Black communities within the City's work. Through their creation the City of Toronto is actively increasing opportunities for Black residents to inform City decisions, strategies and programs. Despite the PAC and CABRAC's shared mandates to improve outcomes and actions to advance the wellbeing of Black communities in Toronto, the primary foci of their work and governance processes and structures to inform and guide City actions are distinct.

See an outline of their distinct structures, roles and functions in the Table below.

Terms of Reference	Partnership Accountability Circle (PAC)	Confronting Anti-Black Racism Council Advisory Committee (CABRAC)
Purpose	To represent the perspectives and experiences of diverse Black communities to provide strategic guidance to support the full implementation of all actions and recommendations outlined in the Toronto Action Plan to Confront Anti-Black Racism. This body does not direct staff or make binding decisions.	To advise City Council on strategic issues facing the Black community; including intergovernmental and institutional issues, work and actions to address barriers and improve outcomes as they relate to anti-Black racism in education, child-welfare, policing and the justice system, housing, and employment; and full the implementation of the United Nations International Decade for People of African Descent (UNIDPAD), and its three program areas: recognition, development and justice. This body does not direct City staff or make binding decisions. Recommendations require action by City officials or City Council.
Mandate	Guides and advises the implementation, evaluation and reporting of the Action Plan. Partnership development, accountable and transparent communications and engagement with the diverse Black communities.	Supports the implementation of the UNIDPAD. Advises on strategic issues facing Black communities: policing and criminal justice; elimination of barriers; service delivery needs; and emerging issues.

Scope	The Action Plan and its implementation.	City Council decisions; intergovernmental advocacy and strategic institutional partnerships.
Recruitment Process	CABR leads member recruitment: outreach, selection, onboarding and convening.	The Confronting Anti-Black Racism Unit recruits and nominates members in accordance with the City's Public Appointments Policy, and with the support of the Public Appointment Secretariat in the City Clerk's Office.
Eligibility	Must be a Black Torontonian; 12 years; and older and reside in Toronto.	Must be a Toronto resident; Must be over 18 years of age; Cannot be an employee of the City of Toronto or any of its agencies or corporations; Cannot be a spouse, partner, child, or parent of a <u>Member of Toronto City Council</u>; Cannot be a member of the PAC. Community and policy leaders, with sectoral experience in: housing; healthcare; education; employment and entrepreneurship; child-welfare; policing and the criminal justice system is required Provincial and federal experience encouraged. Knowledge and interest in the needs of Black communities, in relation to City programs and service delivery
Composition	12 Torontonians of African descent: Four elders; four youth (ages 13 to 29 years old) and; four representatives from stakeholder groups.	One member of City Council and one public Co-Chair 14 public members: 8 representatives from housing, healthcare, education, employment, entrepreneurship, child welfare, policing and the criminal justice system; at least 3 elders; and at least 3 youth

Terms of Service, Remuneration and Governance	2-year term, closed meetings; Meets once every 3 months, for a total of 4 times a year; Authors an annual report of activities submitted to City Council along with the CABR Unit's annual staff report; Receives TTC fare or parking reimbursement and an honorarium in accordance with City policies	Consistent with City Council terms, meetings are public 4 times per year at the call of the Chair Operates in accordance with City Council's Simplified Rules of Procedure for Advisory Bodies. Open Meeting Requirements of the City of Toronto Act, 2006 An honorarium is provided per meeting and expenses may be reimbursed in accordance with the Toronto Remuneration Policy
Meetings Procedures and Advisory processes	Meetings are coordinated and convened by CABR Unit staff by email communication. Meeting agendas are developed in collaboration between PAC members and CABR Unit staff. Official feedback on City initiatives related to the Action Plan can be provided in writing, via in-person or virtual consultation or meeting attendance, as facilitated by the CABR Unit. Requests for information can be made by individual members and are facilitated by a request through CABR Unit staff.	Meetings are officially convened by the City Clerk's Office. All meetings are posted on TIMMIS. Meeting agendas consist of agenda items submitted by: CABRAC members, CABR Unit Secretariat staff, City staff, City Council, Council Committees, or local boards. Items are submitted to the City Clerk's office 10 business days prior to the meeting. Official feedback and advice is provided through motions, decisions and discussions at Committee meetings. Requests for information must be made by request of the whole Committee and can be facilitated by City Clerk's or CABR Unit staff.
Media and Communications	Members of the PAC are not media spokespeople.	Co-Chairs are the primary spokespeople for the CABRAC.

Alignments in Mandate

The CABRAC will provide advice to City Council through the appropriate Council Committee, and if approved, there are considerations around how this advice would flow through City Council to the CABR Unit. It will be important to consider how this advice may or may not be reflected in deliverables within the Action Plan and the CABR Unit will need to work closely with the City Manager's Office to identify and track these recommendations and work with the PAC

to consider how they may shift the implementation of actions. It is also recommended that any changes to implementation that result from CABRAC decisions should also be shared with the CABRAC.

In section C.5 of the CABR Advisory Committee Terms of Reference, the CABR Unit is designated to provide staff support and strategic advice, which includes identification of key priority areas for the CABRAC. Through this function the CABR Unit can proactively identify and advise the PAC of issues that may impact the delivery of the Action Plan.

Process for Collaboration

Due to the strategic alignment between the mandates of the CABRAC and PAC, it is encouraged that these committees collaborate and share information when appropriate. CABR Unit staff will proactively identify CABRAC decisions that may impact the Action Plan and inform the PAC accordingly. To further support streamlined communication and productive partnership between these bodies, it is recommended that PAC and CABRAC members adhere to the following steps when they are seeking to collaborate:

1. **Define the issues, opportunity or specific action(s) that the committee is seeking to collaborate on.** This can be defined in a short brief that is presented to the members of your respective committee, outlining the issue or opportunity, the scope for collaboration and clearly defined alignment with the mandate(s) of each committee. For opportunities to share information, this can be shared via email to CABR Unit staff, or for CABRAC members via the CABRAC slack channels. We encourage members to cc' their committee Co-Chairs on these requests.
2. **Work with CABR Unit staff or City Clerk's to put the request for collaboration on the next agenda for your respective advisory committee.** Members are encouraged to formally approve requests for partnership and collaboration between the PAC and the CABRAC at committee meetings (whenever possible) to ensure an opportunity for communication among members to ensure clear understanding of roles, effective coordination of next steps and informed engagement between advisory bodies.
3. **Define clear actions, indicators and outcomes for collaboration.** It is recommended that committee members define clear actions and desired outcomes to provide transparent terms that can be reported back to each respective advisory body. Co-Chairs or delegated advisory body members are encouraged to meet to define or discuss these terms once direction or endorsement has been approved by a committee. CABR Unit staff can support coordination of these meetings.
4. **Report resulting updates, outputs and outcomes of collaboration back to the other committee.** Ensure ongoing communication on issues of shared interest between each

advisory to provide continued collaboration and informed decision making at each advisory.

Principles for Effective Engagement:

To foster a complementary and effective working relationship that encourages proactive sharing of information and ongoing cooperation between the CABRAC and the PAC, a series of governing principles have been identified to support committee collaboration:

Transparency: Open communication about actions taken and decisions made to foster greater cooperation. This includes each committee noting actions, decisions, issues and information that is relevant to the other's mandate and sharing and forwarding information accordingly, as noted in official motions and or by way of communications with CABR staff.

Respectful: Be mindful and considerate of the distinct mandates and purpose of each advisory body to ensure decisions of one committee do not undermine, impede, or negatively impact the work of the other body. Work closely with CABR and City Clerk's staff to consult on motions or decisions to understand if there are any precedents or pertinent issues to consider prior to raising a recommendation. CABR Unit staff or City Clerk's may also proactively identify these issues.

Collaborative: Willingness and availability to consult, inform and communicate effectively about actions and activities, and share information to advance and leverage each Committee's respective mandate. Support CABR to coordinate meetings between committees as needed by being available and willing to respond to requests for information or opportunities to meet.

Alignment: Work to optimize the overall cohesion of CABR strategies and priorities to achieve common objectives through strengthening coordinated action. Review updates, emails and documents shared with your committee to ensure that recommendations are informed.

Outcome oriented: Uphold a commitment to prioritize recommendations and actions that will deliver the best possible results to improve the material conditions and wellbeing of Black communities. If issues or agenda items will be more effectively championed or advanced by the expertise or mandate of another committee, defer or forward this item to this other body. This can be determined if an issue being presented is within the recommendations in the Action Plan, and thus should be shared with the PAC. Similarly, a PAC item may be deferred or shared with the CABRAC if it is intergovernmental in scope and requires federal or provincial advocacy; is emergent (new) and city-wide in scope, or if it provides an opportunity to advance the United Nations Decade for People of African Descent.