

Proposed Work Plan Development Process

This document outlines a proposed process to develop a work plan for the inaugural Confronting Anti-Black Racism Advisory Committee (CABRAC). Actions in Phase 1 are currently underway to support the CABRAC to scope and prioritize areas of work to advance strategic and impactful action for the advancement of Black communities.

Phase 1: Issue Scoping and Priority Setting

July 27th, 2021 Meeting

Step 1: Information Gathering and Review.

- Confronting Anti-Black Racism (CABR) Unit staff engage CABRAC members to gather insights on their respective priorities and ideas to inform the Committee's work plan.
- CABR Unit staff review feedback from the Advisory Committee to identify alignment between the interests and priorities of CABRAC members, existing City, or intergovernmental strategies, initiatives or action, and emerging areas of concern or challenge within Toronto's Black communities.

Step 2: Assess and Prioritize.

- Share an overview of alignments and opportunities for action, and a proposed set of priority areas for CABRAC Co-Chairs and members to consider.
- Assess if the proposed list of priority areas captures the most pressing issues facing Black communities as it relates to the City of Toronto and can refine and modify topics as needed.
- Once topics have been selected, the Committee can work with City Clerk's and the CABR Unit staff to request additional information, updates and presentations from City Divisions, agencies, institutions and community organizations.

Step 3: Set Targets.

- Set clear, measurable and actionable objectives and targets to direct Committee work and inform meeting agendas.
- Identify and assign at least two CABRAC members to champion each objective and provide updates on progress to the Committee on progress related to this action

area.

Phase 2: Implementing, Tracking and Evaluating

September 24th, 2021 Meeting

Step 4: Engage and Advise.

- The CABR Unit staff will work closely with identified leads to ensure they are abreast of city-related activity and actions to leverage opportunities for Committee action. This may include, but is not limited to any of the following:
 - Identifying opportunities for presentations to facilitate the CABRAC to advise City divisions on City-wide projects, strategies and initiatives related to CABRAC objectives;
 - Coordinating presentations for inform or update the CABRAC on City work as it relates to CABRAC priorities;
 - Gathering resources or supporting requests for information from divisions to inform CABRAC recommendations to City Council
 - Inviting community agencies and Black community leaders to present to the CABRAC to identify and raise pressing issues for them to consider to inform their ongoing priorities and recommendations
 - Facilitating networking and information exchange between the CABRAC and other Council Advisory Committees and City Advisory bodies as it relates to the advancement of their priorities and objectives.

November 18th, 2021 Meeting

Step 6: Track, Measure and Evaluate.

- Request updates from divisions to the CABRAC to track and measure progress on objectives.
- CABRAC members can provide regular progress updates to the Committee to track and evaluate outputs from CABRAC activities.
- CABRAC members provide a report to Toronto City Council identifying the outcomes of their work, continued gaps and future opportunities for action.