

SCOPE OF WORK

Anti-Black Racism Redress / Black and African Diaspora Issues Committee

Project Background

- The Black History Month Event Planning Committee (BHM Committee) is an ad hoc, community based volunteer committee that has been in place since 2011 to advise on the City's official Black History Month celebrations.
- Over the past year or more, the BHM Committee has expressed interest in expanding its role from advising on the annual Black History Month event to include advising more broadly on anti-Black racism and issues impacting the Black and African Diaspora community more generally.
- The BHM Committee was given two options to consider: 1) becoming a Sub-Committee of the Racial and Ethno-Cultural Equity Advisory Committee, or 2) becoming a separate and distinct Advisory Committee to Council. Option 1 would require the RECEA Committee to pass a motion to create the sub-committee. Members from the BHM Committee could sit on the sub-committee without a formal nomination process. Option 2 would require City Council to create the new Advisory Council and a formal nomination process would be required to select members of the committee (ie members of the BHM Committee would not automatically become members of the Advisory Committee).
- The BHM Committee agreed that option 2 was the more viable option to achieve the objectives of an expanded role.
- To establish an Advisory Committee Council must approve an Advisory Committee's name, purpose, mandate and terms of reference, and membership.
- To ensure that the name, purpose, mandate and terms of reference of such a committee meets the community's needs and interests, community consultation is required.

Objectives of the procurement

- The objective of this procurement is 1), to hire a consultant to design, plan and execute a consultation with members of the BHM Committee and the broader Black and African Diaspora community and 2), to gather feedback on the purpose, formal name and mandate of the new advisory committee.
- The consultant would be expected to deliver a report with the results of the consultation and recommendations for the purpose, name, mandate and make up of membership.

Detailed description of services to be performed and desired deliverables

- Draft a consultation plan with a critical path and budget and obtain City staff approval before finalizing the plan.
- Execute approved consultation plan within approved timeline and budget.
- Draft report on main themes that emerged from the consultation with recommendations for purpose, mandate and title of committee.

Description of how the vendor's work will be coordinated by the City

- The successful proponent will work under the guidance of the Deputy City Clerk and the Social Planner responsible for the anti-Black racism and cultural re-dress strategy.
- The successful proponent will seek input from the BHM Committee and the broader Black and African Diaspora Community.

Overall schedule, including all key milestones

1. Project Start-up – May 30, 2021

- Provide a draft consultation plan including design, methods and tactics, key questions, key groups in the community to be consulted, and critical path to execute broad consultation.
- Provide budget proposal for consultation process such as honorariums or other expenses that may be required for community members to participate in the consultation process.

2. Consultation - June 30, 2021

- Execute broad consultation with BHM Committee and community.
- Compile results and list of main themes that emerged from consultation.
- Develop recommended language for purpose, mandate, membership make up and draft title of advisory committee.

3. Report Delivery – July 30, 2021

- Present report to City staff.