



# Town of Newmarket

## Agenda

### Selection Committee

Date: Wednesday, April 3, 2024  
Time: 4:30 PM  
Location: Streamed live from the Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Pages

**1. Notice**

Members of the public may view this meeting through the live stream available at [newmarket.ca/meetings](http://newmarket.ca/meetings), or attend in person at the Council Chambers at 395 Mulock Drive.

**2. Additions & Corrections to the Agenda**

**3. Conflict of Interest Declarations**

**4. Approval of Minutes**

4.1 Selection Committee meeting minutes of September 27, 2023

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1. That the Selection Committee meeting minutes of September 27, 2023 be approved.

**5. New Business**

**6. Closed Session**

6.1 Applications to the Dismantling Anti-Black Racism Advisory Committee

Personal matters about an identifiable individual, including municipal employees Section 239(2)(b) of the Ontario Municipal Act, 2001.

**7. Adjournment**



# Town of Newmarket

## Minutes

### Selection Committee

Date: Wednesday, September 27, 2023  
 Time: 4:30 PM  
 Location: Streamed live from the Municipal Offices  
 395 Mulock Drive  
 Newmarket, ON L3Y 4X7

Members Present: Gavin Gunter, Chair  
 Jerisha Grant-Hall, Vice Chair  
 Florianne Uwera

Staff Present: K. Saini, Deputy Clerk  
 S. Granat, Legislative Coordinator  
 E. Thomas-Hopkins, Legislative Coordinator

The meeting was called to order at 4:32 PM  
 Kiran Saini, Manager of Legislative Services/Deputy Clerk in the Chair for items 1 to 4.2. Gavin Gunter in the Chair for items 4.2 to adjournment.

#### 1. Notice

Manager of Legislative Services/Deputy Clerk advised that the meeting is being live streamed on the Town's website [www.newmarket.ca/meetings](http://www.newmarket.ca/meetings) and in person at the Council Chambers located at 395 Mulock Drive, Newmarket.

#### 2. Additions & Corrections

The Manager of Legislative Services/Deputy Clerk advised of the following addition:

- Item 4.2 the selection of Chair and Vice Chair

#### 3. Conflict of Interest Declarations

None.

#### **4. Items**

##### **4.1 Introduction of Selection Committee Members and Staff**

Members and staff provided introductions.

##### **4.2 The Selection of Chair and Vice Chair**

1. The Committee consented to appoint Gavin Gunter as Chair of the Selection Committee and Jerisha Grant-Hall as Vice-Chair.

##### **4.3 Review of Dismantling Anti-Black Racism Advisory Committee (DABRAC) Application Form**

Members queried staff regarding the interview process, supporting documents provided with the application, amendments to the application form, the length of time for the application and recruitment process, and the first meeting date for the Dismantling Anti-Black Racism Advisory Committee meeting, and diversity, equity, and inclusion information as part of the selection process, and the evaluation matrix.

Members discussed encouraging applications to include supporting documents with their application, making sure the process is accessible, weekly updates on the number of applications, meeting times for the Dismantling Anti-Black Racism Advisory Committee, and equity, diversity and inclusion information.

##### **4.4 Advertisement and Communication of Recruitment**

The Digital Communications Specialist provided an overview of the Advertisement and Communication of Recruitment including social media, direct email, liquid crystal display screens at Town facilities, the Hey Newmarket website, cross promotion with a career day event hosted by Central York Fire Services, committee member distribution, and as inclusion in the Town's Community Announcements.

Members queried staff regarding the distribution plan and accessibility for individuals with visual impairments.

Members discussed print material to advertise the application process, and amendments to the draft communication including specifying the time commitment for successful applicants and the duration of the commitment, improving accessibility for the community, broadening the communications

strategy, where to advertise, a quick response code, qualifications, the number of print materials needed, and the image on the communication.

**4.5 Establishing next meeting dates**

Members discussed convening the next meeting on November 15, 2023 at 4:30 PM.

**5. New Business**

None.

**6. Closed Session (if required)**

The Selection Committee did not resolve into Closed Session.

**6.1 Applicants to the Dismantling Anti-Black Racism Advisory Committee**

**7. Adjournment**

Moved by: Florianne Uwera

Seconded by: Jerisha Grant-Hall

1. That the meeting be adjourned at 6:49 PM.

**Carried**

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Chair

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Date