



Town of Newmarket

Agenda

Newmarket Dismantling Anti-Black Racism Advisory Committee

Date: Thursday, June 27, 2024

Time: 4:30 PM

Location: Streamed live from the Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

1. Notice

Members of the public may view this meeting through the live stream available at 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. Presentations & Deputations

4.1 Welcome and Introductions

4.2 Committee Orientation - Dismantling Anti-Black Racism Advisory Committee

Note: Simon Granat, Legislative Coordinator will provide a presentation on this matter.

1. That the presentation by Simon Granat, Legislative Coordinator regarding the Committee Orientation - Anti-Black Racism Advisory Committee be received.

4.3 Orientation - Foundational Overview: Key Documents Shaping Our Anti-Black Racism Initiatives

Note: Tricia Quinlan, Director of Human Resources and Marsaydees Ferrell, Equity, Diversity and Inclusion Specialist will provide a presentation on this matter.

1. That the presentation by Tricia Quinlan Director of Human Resources and Marsaydees Ferrell, Equity, Diversity and Inclusion Specialist regarding

Orientation - Foundational Overview of Anti-Black Racism Initiatives be received.

5. Items

5.1 Dismantling Anti-Black Racism Implementation Plan - June 2024

Note: This matter is an update as of June 2024

1. That the Dismantling Anti-Black Racism Implementation Plan Update - June 2024 be received.

5.2 Appointment of Chair and Vice-chair

Note: Members to appoint one (1) Chair and one (1) Vice-chair.

5.3 2024 and 2025 Meeting Schedule

Note: Simon Granat, Legislative Coordinator will speak to this matter.

6. New Business

7. Adjournment



Committee Orientation - Dismantling Anti-Black Racism Advisory Committee

June 27, 2024

Simon Granat,
Legislative Coordinator



Agenda

- Overview of the Town's Committee related By-laws and policies
- Compliance Training
- Questions



Procedure By-law

- Procedure By-law governs meetings of Council and its Committees
- Quorum
- Conflict of Interest
- Motions
- Hybrid meeting participation



Meeting Procedures (cont.)

- Point of Order
- Role of the Chair
 - Chairs meetings of the Committee
 - Decides order of business
 - Acknowledge motions and announce outcome of votes
 - Ensures rules are followed and decorum maintained

Committee Administration Policy



- Purpose
- Absences
- Committee Conduct
- Communications



Terms of Reference

- Mandate
- Deliverables
- Staff Resources
- Frequency of Meetings



Code of Conduct



Application to Local Boards

- As of March 1, 2019, all Local Boards must have a Code of Conduct
- Town of Newmarket Council Code of Conduct has been amended to include all Local Boards



Principles

- The decision-making process is open, accessible and equitable and respects the Town's governance structure
- Public office is not to be used for the personal financial benefit of any Member
- Town residents should have confidence in the integrity of their local government
- The conduct of each Member is of the highest standard
- The conduct of each Member demonstrates fairness, respect for differences and a duty to work with other Members together for the common good

Conduct

- Members shall at all times conduct themselves with propriety, decency and respect and with the understanding that all members of the public, other Members and staff are to be treated with dignity, courtesy and empathy.
- Members shall at all times conduct themselves with decorum and in accordance with the Town's Procedure By-law during any meetings and in a manner that demonstrates fairness, respect for individual differences, and an intention to work together for the common good and in furtherance of the public interest.



Transparency and Openness

- Members conduct duties in an open and transparent manner
- Municipal Act requires all meetings to be open to the public (with exceptions)



Access to Information and Confidentiality

- Members are entitled to have access to information in the possession of the Town that is relevant to Board
- Members have a continuing obligation to keep information confidential



Conflict of Interest

- Members must declare conflicts of interest
- Declarations must be made in writing at the meeting or soon after
- Members will not participate, vote or attempt to influence the vote on any item on which they have a declared interest

Gifts

- Members shall not accept a gift or personal benefit that is connected directly or indirectly with the performance of their duties
- Limited exceptions listed in the Code of Conduct



Communications and Social Media

- Corporate Communications Department is responsible for Communications
- No Member shall use social media to publish anything that is dishonest, untrue, offensive, disrespectful, constitutes harassment, is defamatory or misleading in any way

Town of Newmarket Integrity Commissioner



- The Town of Newmarket Integrity Commissioner is responsible for the application of the Code of Conduct and investigation of any complaints
- Members may seek advice from the Integrity Commissioner respecting their obligations under the Code of Conduct or the Municipal Conflict of Interest Act

Ontarians with Disabilities Act, 2001 (ODA)



Purpose:

- To improve opportunities for people with disabilities by identifying, and removing barriers
- Applies to the broader public sector
- Requires annual accessibility planning
- Requires municipalities to maintain an Accessibility Advisory Committee

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)



Purpose:

- To achieve a fully accessible Ontario by 2025, through the development of accessibility standards
- Under the AODA there are two provincial regulations, namely:
 - Accessibility Standards for Customer Service
 - Integrated Accessibility Standards



Integrated Accessibility Standards

Requires:

- Establishment, implementation, maintenance and the documenting of a Multi-year Accessibility Plan
- Incorporation of accessibility criteria and features when procuring or acquiring goods, services or facilities
- Training
- Other specific requirements under the standards



Health and Safety

- The Corporation of the Town of Newmarket is committed to providing a safe and healthy work environment as provided for in Health & Safety Legislation and will take all reasonable and practical steps to eliminate or reduce workplace hazards which might cause injuries or adverse health effects.
- It is expected all Committee members will conduct themselves in a healthy and safe manner.
- At no time should a Committee member put themselves or anyone else at risk while fulfilling their role on a committee.
- Should a committee identify a potential health or safety hazard it should be reported to staff without delay.



Next Steps

- Read and sign Confidentiality Agreement and Code of Conduct Attestation

Questions?



DABRAC **ORIENTATION**

Foundational Overview: Key Documents Shaping Our Anti-Black Racism Initiatives



WELCOME

Tricia Quinlan & Marsaydees Ferrell

LAND ACKNOWLEDGEMENT



We acknowledge that the Town of Newmarket is located on the traditional territories of the Wendat, Haudeno-saunee (Ho-den-no-show-knee), and the Anishinaabe peoples and the treaty land of the Williams Treaties First Nations and other Indigenous peoples whose presence here continues to this day. We thank them for sharing this land with us. We also acknowledge the Chippewas of Georgina Island First Nation as our close neighbours and friends, and we work to ensure a cooperative and respectful relationship.



Welcome to the DABRAC Orientation Session!

Goals:

- Brief overview of past dismantling anti-black racism work that has been done by the town
- Familiarize ourselves with the key resources

Background and Importance



- **Background**
 - Initiated by the Newmarket Dismantling Anti-Black Racism Task Force.
 - Final report delivered in December 2021 with 117 recommendations.
 - Plan developed by EMPOWER Strategy Group, rolled out in January 2023.
- **Priority Areas**
 - **Capacity Building and Training:** Enhance skills and knowledge to effectively address anti-Black racism.
 - **Inclusive Economic Development:** Improve economic opportunities for Black communities.
 - **Full Participation:** Ensure representation of Black constituents in local governance.
 - **Ongoing Leadership and Accountability:** Monitor and report on progress, ensuring leadership commitment.
- **Implementation Structure**
 - Plan structured by accountable departments, each with specific actions and timelines.
 - A DEI resource acts as a subject matter expert to advance actions.
- **Monitoring and Evaluation**
 - Quarterly updates to track progress.
 - Measures of success include the number of initiatives implemented, the engagement levels of Black constituents, and the economic impacts on Black communities.
- **Call to Action**
 - Importance of committee engagement in supporting and driving the plan's objectives.
 - Emphasis on collective efforts to uphold Newmarket's values of diversity and inclusion.



Background

Newmarket Dismantling Anti-Black Racism Task Force Final Report



Prepared by:

Newmarket Dismantling Anti-Black Racism Task Force Members

With support from Town Staff

Prepared for:

Town of Newmarket Council Members

December 06, 2021

•Establishment of the Task Force

- Formed in response to the global outcry following George Floyd's murder in May 2020.
- Aimed to advise the Newmarket Council on strategies to dismantle systemic anti-Black racism in the community.

•Role of NACCA

- The Newmarket African Caribbean Canadian Association (NACCA) has been pivotal since 2018.
- Leads initiatives focusing on youth empowerment, food security, and mental health for the Black community.

•Operational Phases

- Phase 1:** Involved data collection and preliminary analysis with an interim report outlining initial recommendations.
- Phase 2:** Deeper analysis and final recommendations, transitioned to online activities due to the COVID-19 pandemic.

•Key Themes

- Emphasis on community healing and maintaining open communication.
- Advocacy for robust review and accountability mechanisms to ensure sustainable anti-racism efforts.

•Importance of Task Force Documents

- These documents guide ongoing strategic discussions and decision-making.
- Essential for fostering an inclusive community and achieving the task force's objectives.

•Call to Action for Committee Members

- Encouragement to deeply engage with these resources to effectively contribute to achieving the set goals.

Background



•Foundation of the Action Plan

- Response to systemic anti-Black racism intensified by global events and local needs.
- Informed by the comprehensive findings and 117 recommendations from the Newmarket Dismantling Anti-Black Racism Task Force's 2021 report.

•Development of the Plan

- EMPOWER Strategy Group commissioned to convert recommendations into actionable steps.
- Plan launched in January 2023, focusing on systemic changes across various sectors in Newmarket.

•Key Objectives

- Address inequalities and systemic barriers that affect the Black community.
- Foster an inclusive environment by implementing strategic actions in leadership accountability, community engagement, and policy reforms.

•Strategic Areas of Focus

- Enhancing capacity through training and resources.
- Promoting inclusive economic development and ensuring full participation of Black constituents.
- Strengthening ongoing leadership and maintaining rigorous accountability standards.



QUESTIONS?



Thank you for your contribution!



Dismantling Anti-Black Racism Implementation Plan



Dismantling Anti-Black Racism Implementation Plan

In December of 2021, the Newmarket Dismantling Anti-Black Racism task force (DABRTF) delivered its [Final Report](#) to Council. The report included 117 recommendations related to dismantling barriers, addressing inequalities and systemic racism in Newmarket and the broader York Region.

Following Council's adoption of the DABRTF report, the Town of Newmarket hired EMPOWER Strategy Group to develop an [Action Plan](#) which was presented to Council in January 2023.

Through consultations and discussions, 4 priority areas were identified:

- Capacity building and training
- Inclusive economic development
- Ensure full participation and representation of Black constituents in Newmarket
- Ongoing leadership and accountability

This Implementation plan outlines the actions that Town staff have committed to working on over the next 2 years (2023 - 2024) and is organized by the accountable department.

A DEI resource will act as subject matter expert and will focus on advancing DABR actions within their dedicated scope of work. Along with the tasks outlined in The Plan, the DEI resource will research Racial Equity Framework options and compare those to our current DEI Lens to identify any gaps.

As part of the accountability framework, this document will be updated quarterly to provide staff and the community with an update on the progress of the actions.

The below update is as of June 2024.



LEGEND

Complete

In Progress

Future Work

Dismantling Anti-Black Racism Implementation Plan

These actions are Foundations to the success of the DABR Implementation Plan.

Foundation	
Action	Timeline
Hire a DEI resource to advance DABR actions and initiatives within their dedicated scope of work	Complete
Creation of a DABR Advisory Committee	Complete
Council to consider the implementation of the DABR Plan in the development of Council Strategic Priorities	In Progress
Creation and implementation of a Racial Equity Framework, including toolkits	In Progress
Public Communication and Engagement including progress reports	In Progress

LEGEND

 Complete  In Progress  Future Work

Dismantling Anti-Black Racism Implementation Plan

Accountable Owner: Communications

Theme	Action	Timeline	Measure of Success
Inclusive Economic Development	Where possible, consider hosting media events at black owned businesses/support highlighting Newmarket's black owned businesses	Ongoing	Number of media events held at black owned businesses/# of media and social media articles/posts
Ongoing Leadership and Accountability	Communications team will continue to support the implementation of the DABR action plan and list of recommendations	Ongoing	
	Embed questions from DEI Lens related to Communications in our communications plans and strategies	Q4 2024	
Inclusive Economic Development	Use "Hey Newmarket" to crowd source list of Black-owned businesses in TOWN OF NEWMARKET	Q4 2024/ Q1 2015	Percent of completion of the Newmarket Black owned businesses database
Ongoing Leadership and Accountability	Coordinate a photoshoot (in partnership with NACCA and/or other partner(s)) to increase the amount of photos and imagery of black residents in the community to be used in Town communications and marketing materials	Q3 2024	Number of images made available for Town marketing materials

LEGEND

Complete

In Progress

Future Work

Dismantling Anti-Black Racism Implementation Plan

Accountable Owner: Central York Fire Services (CYFS)

Theme	Action	Timeline	Measure of Success
Ensure full participation and representation of Black constituents in Newmarket	Proactively look for creative ways to interest racialized youth in fire services. This may include a model like Camp Blaze, outreach to guidance counsellors and/or other solutions. Team will pilot 2-3 new strategies over the next 18 months. Continue to develop and grow the relationships with Black community groups.	2023 - onwards	Number of engagements and outreach activities per year
Ongoing Leadership and accountability	Hiring processes and practices will be reviewed as part of broader HR review of recruitment. CYFS will implement recommendations where possible following review.	In Progress	
	Members of CYFS will utilize the best practices and tools developed by the OAFC DEI Committee.	Q2 2025	Number of programs created and delivered as influenced by the DEI Toolkit.
Capacity building and training	Members of CYFS have completed EDI training. Team will adopt and roll out Anti-Black racism training.	Q2 2025	Percentage of CYFS staff who have completed ABR training

LEGEND

 Complete

 In Progress

 Future Work

Dismantling Anti-Black Racism Implementation Plan

Accountable Owner: Economic Development

Theme	Action	Timeline	Measure of Success
Inclusive economic development	Implement the Town's DEI Lens for Economic Development policy, projects and communications.	Q1 2023	% of completion of policy review using Newmarket's DEI lens
	Build relationships with Black owned businesses. Actively engage Black owned businesses in the Town of Newmarket Corporate Visiting Program.	Q1 2023 - onwards	% of businesses in the Corporate Visiting Program that are Black owned.
	Engage Black community in Newmarket Economic Development Advisory Committee in collaboration with Clerks by circulating committee posting to key partners (ie: NACCA)	Q2 2023	
	Meet with York Region Small Business Enterprise Centre to discuss opportunities available to Black owned businesses, opportunities for mentorship/training session led by Black people from the Northern Six and put in place benchmarking systems for understanding the YSBEC's reach into the Black community.	Q2 2023	# of Black Businesses served by YSBEC
	Develop partnerships with Black Chamber of Commerce, African-Canadian Construction Association etc.	Q2 2023	# of formal partnerships with Black serving organizations such as the ACCA and Black Chamber of Commerce
	Share the Interim and Final DABR and subsequent action plans with the Main Street Business Improvement Area and Newmarket Economic Development Advisory Committee.	Q3 2023	# of Businesses in the BIA and EDA committees receiving the interim and final DABR Implementation Plans

LEGEND

 Complete

 In Progress

 Future Work

Dismantling Anti-Black Racism Implementation Plan

Accountable Owner: Economic Development continued

Theme	Action	Timeline	Measure of Success
Inclusive economic development	Develop and keep up to date a list of Black business owners, entrepreneurs and residents who would like their business and/or family highlighted in marketing materials, media opportunities, Economic Development blog posts and other engagements.	Q3 2023	# of Black business owners, entrepreneurs on marketing profile list
	Compile a list of Black-owned businesses in the Town of Newmarket and add (voluntarily) to Choose Local business directory and newsletter list.	Q4 2023	% Completion of Black owned businesses list
	Investigate/research what other municipalities do and what capacity municipalities have (under the Municipal Act) for incentivizing Black owned businesses and employees.	Q4 2023	# of Municipal reviews completed
	Benchmark the number of businesses with owners /management that identify as Black on the Choose Local directory.	Q1 2024	% completion of list identifying owners that are Black on the choose local directory
	Highlight grant opportunities, mentorship and networking programs etc. on the Newmarket Economic Development website.	Q1 2024	% completion of the update to the Newmarket website highlighting grants, mentorship and networking.
	Explore partnerships with community organizations to recognize businesses that promote equity and address discrimination.	Q2 2024	# of partnerships with Black community organizations that promote equity.

LEGEND

 Complete

 In Progress

 Future Work

Dismantling Anti-Black Racism Implementation Plan

Accountable Owner: Human Resources

Theme	Action	Timeline	Measure of Success
Ongoing Leadership and accountability	Implement voluntary workforce census when we have our new HRIS.	2025-2026	% completion rate of the demographic questions
	Goal to have Newmarket's staff base reflect the diversity of Newmarket (inclusive of race, abilities, LGBTQ2S+). Reduce gaps each year.	2025-2026	Demographic study of Newmarket staff disaggregated by race and other dimensions of diversity as compared to the demographics of the community of Newmarket.
Inclusive economic development	Work with Strategic Initiatives to search for grants related to ABR programs.	Ongoing	# of granting processes engaged related to ABR
Capacity building and training	Annual commitment for training and professional development specifically for topics related to EDI.	Ongoing	# of ongoing EDI professional development opportunities offered to staff (e.g. webinars, workshops, communities of practice, speakers) Assessment through surveys of the effectiveness of the professional development tools regarding EDI
Ongoing Leadership and accountability	Review the DEI Lens and specify communities to focus on during use of the tool (e.g., Black, Indigenous, persons with disabilities, LGBTQ2S+).	Q1 2023	
Capacity building and training	Members of CYFS have completed EDI training. Team will adopt and roll out Anti-Black racism training.	Q2 2025	Percentage of CYFS staff who have completed ABR training

LEGEND

Complete

In Progress

Future Work

Dismantling Anti-Black Racism Implementation Plan

Accountable Owner: Human Resources continued

Theme	Action	Timeline	Measure of Success
Capacity building and training	Anti-Black Racism training for all Town of Newmarket staff.	Q2 2025	Percentage of all staff who have completed ABR training Percentage of new hires who have completed ABR training (e.g. complete within 90 days of start date)
	External review of the Recruitment program and processes, action plan development and rollout of new processes. Includes training for hiring panels.	In Progress	Percentage of recruitment panel participants trained # of policy improvements based on external review
Ongoing Leadership and accountability	Succession planning program to be rolled out and have EDI and ABR Lens to ensure equity in access and success.	Q2 2025	% roll out of EDI and ABR program

LEGEND

 Complete

 In Progress

 Future Work

Dismantling Anti-Black Racism Implementation Plan

Accountable Owner: Legal and Procurement

Theme	Action	Timeline	Measure of Success
Inclusive economic development	As part of the planned Procurement Law Update / Refresh, staff will conduct research into best practices around social procurement. The report to Council that will go with the updated bylaw will provide the results of the research conducted and make recommendations.	Q1 2025	Completion of the report to Council which addresses social procurement and adoption of new Procurement Bylaw

LEGEND

 Complete  In Progress  Future Work

Dismantling Anti-Black Racism Implementation Plan

Accountable Owner: Library			
Theme	Action	Timeline	Measure of Success
Ensure full participation and representation of Black constituents in Newmarket	Develop Complete an audit of library policies to determine if there are any gaps/barriers:	In Progress Q2 2026	% of policies audited
	<ul style="list-style-type: none"> · Customer related policies · Library specific policies · HR related policies 	Complete Q2 2023 Q4 2026 Q2 2026 In Progress	% of policies amended
	Ensure Black writers are represented in book club choices by purchasing at least 5 book club kits featuring Black authors per year.	2023-2027 In progress	# of book club kits featuring Black authors added to collection
	Continue to embed ABR into programming. Ensure Black writers are represented by programming by including Black representation in at least 25% of story times.	25% by Q4 2023 30% by Q4 2024	% of Black representation in story times programming.
	Continue to embed ABR into programming. Increase the number of Black author readings by 50% over 2022	Q4 2023	% of Black authors included in readings.
	Develop a Diversity Audit template for the Children's and Adult Collection – including diverse quality tags/markers unique to the Newmarket community.	Children Collection - Q4 2023 Adult Collection - Q4 2024	% completion of Development of audit methodology % Completion of audit

LEGEND

 Complete

 In Progress

 Future Work

Dismantling Anti-Black Racism Implementation Plan

Accountable Owner: Library continued

Theme	Action	Timeline	Measure of Success
Ensure full participation and representation of Black constituents in Newmarket	Proactively reach out to every first and second grade class in Newmarket to make sure every child has the opportunity to sign up for a Library Card.	Q2 2025	Percentage of grade one and two classes reached
	Proactively reach out to every ninth grade class in Newmarket to make sure every teenager has the opportunity to sign up for a Library Card.	Q2 2025	Percentage of grade nine classes reached

LEGEND

Complete

In Progress

Future Work

Dismantling Anti-Black Racism Implementation Plan

Accountable Owner: Legislative Services

Theme	Action	Timeline	Measure of Success
Ongoing Leadership and accountability	Staff would recommend that Council proclaims February as Black History Month each year without the need for a formal application from a community group.	COMPLETE In Q1 2023 the Town proclaimed February as Black History Month ongoing.	Black History Month proclaimed annually
Ensure full participation and representation of Black constituents in Newmarket	Review Committee Public Appointment Policy and make recommendations to Council to adopt changes to remove barriers. This may align with the Committee Review conducted with the beginning of every new term of Council.	In Progress	Increase in number of Black applicants and successful candidates in public appointments
	Participate in the corporate review of recruitment practices.	In Progress	% of Black applicants and appointments to Committees and Boards
	Engage diverse and racialized community groups, such as Operation Black Vote, who can leverage the 2026 Municipal Election to encourage more Black candidates to run for political office.	Q1-Q3 2026	Increase in number of Black candidates in 2026 municipal election

LEGEND

 Complete

 In Progress

 Future Work

Dismantling Anti-Black Racism Implementation Plan

Accountable Owner: Planning

Theme	Action	Timeline	Measure of Success
Ensure full participation and representation of Black constituents in Newmarket	Review and revise the parks and street naming policy(ies) to specifically encourage and promote names that represent Black peoples, Indigenous peoples, and people of colour, and/or their achievements	2023	Annual staff report to Council updating list of pre-approved names Percentage of new names recognizing Black peoples, Indigenous peoples, and people of colour, and/or their achievements on the list of pre-approved names
	Include consultation strategies for Black peoples, Indigenous peoples, and people of colour for use in the development of the Town's New Official Plan.	In Progress	This subject matter's inclusion in the Communication and Engagement Strategy prepared as part of the Official Plan project

LEGEND

Complete

In Progress

Future Work

Dismantling Anti-Black Racism Implementation Plan

Accountable Owner: Recreation and Culture

Theme	Action	Timeline	Measure of Success
Inclusive economic development	Develop a list of Black-owned businesses (arts, sports etc) and launch a pilot summer camp with one or more groups in summer 2023.	In Progress	% completion of a list of Black owned businesses
Ensure full participation and representation of Black constituents in Newmarket	Conduct further research with Black community to understand barriers which may be leading to lower uptake of services. With their input, evaluate current programming, costs and establish strategies for better engagement.	Q2 2025	Robust data collection disaggregated by race to identify key barriers to service. KPIs to be determined.
Ensure full participation and representation of Black constituents in Newmarket	Review permit policy to determine if Black groups may be denied permits and adjust policy to prevent this as required.	In Progress	# of Black groups denied permits.
Inclusive economic development	Review grants processes for barriers and eliminate those as needed.	In Progress	% completion of grants reviewed
Ensure full participation and representation of Black constituents in Newmarket	Visible representation/commitment to the Black community through art installation in a prominent place.	Q1 2026	% of art installations featuring Black artists

LEGEND

 Complete

 In Progress

 Future Work



For questions, comments or discussion, please email info@newmarket.ca