

REPORT

Community Services

To: Mayor Johnstone and Members of Council
Date: April 22, 2024

From: Blair Fryer,
Acting Director of Community Services
File:

Item #: 2024-219

Subject: **Community Advisory Assembly Terms of Reference and Membership Update**

RECOMMENDATION

THAT Council formally adopt the Terms of Reference for the Community Advisory Assembly, as endorsed by Assembly members and unchanged from the Draft Terms of Reference that were endorsed by Council on August 28, 2023.

THAT Council approve the appointment of three new members to the Assembly, to replace previous members who stepped down or did not attend.

PURPOSE

To provide updates about the Community Advisory Assembly pilot project, including the Assembly members' endorsement of the draft Terms of Reference and the appointment of three new members following one previous member stepping down and two selected applicants failing to attend the first few Assembly meetings.

BACKGROUND

On August 28, 2023, Council endorsed the draft Terms of Reference for the Community Advisory Assembly, and referred the draft to the Assembly for discussion, feedback and revisions once the group was established. The intent was for the Assembly members to have an opportunity to suggest any changes to the Terms of Reference before they were finalized.

Regarding Assembly member selection and appointment, at Closed meetings in November and December 2023 New Westminster City Council approved the appointment of 36 selected applicants for the new Community Advisory Assembly and directed staff to confirm selected applicants' participation. Member selection was conducted based on the Terms of Reference for the Assembly and followed a "masked" selection based on demographic characteristics of applicants, with names and identifying information removed.

In December, Council further directed that any replacement selections for applicants who failed to join the group should proceed without seeking Council's pre-approval of the names, provided that any replacements be made on the principles of masked selection and choosing an alternate applicant who closely matches the demographic profile of the Assembly applicant who declined to join.

An information report came forward to Council on January 8, 2024 outlining the selection process and the names of the initial 36 confirmed Assembly members. This report is provided as Attachment B.

The Community Advisory Assembly officially got underway in January 2024, with a welcome dinner held January 11 and the group's first working meeting held January 25.

DISCUSSION

Terms of Reference: Assembly Review Process

The draft Terms of Reference for the Assembly pilot project were provided to Assembly members in the meeting package for the group's January 25 meeting, and several key aspects of the Terms of Reference were reviewed during the January 25 meeting in a quiz format developed by the Assembly facilitators. Some Q&A and discussion on the Terms of Reference followed. No changes to the Terms of Reference were suggested.

In between the January and February Assembly meetings, members were asked by email to review and provide any additional comments or suggested changes to the draft Terms of Reference. Again, no changes were suggested. At the beginning of the Assembly's second meeting on February 24, the group was again asked to provide any suggested changes to the draft. One Assembly member said they felt the Terms of Reference were well put together. No other comments were shared. The Assembly then unanimously approved the Terms of Reference.

See Attachment A for the final Terms of Reference, which have not changed since Council's review and endorsement in August 2023.

Assembly Member Replacement

Between member selection and confirmation in December 2023, and the March Assembly meeting (held March 13, 2024), two confirmed members did not attend meetings and one member decided to step down from the group.

These members have now been replaced with other Assembly applicants, based on the same selection process previously followed. The three new confirmed Assembly members are: Ella Durning, Eri MacArthur, and Rosemary Sojka. An updated list of member names is included below.

To select the replacement applicants, staff from two separate departments returned to the spreadsheet of de-identified applicant data and identified alternate applicants with similar demographic characteristics as those who needed to be replaced. In some cases, an exact demographic match was not available among remaining applicants, and an updated demographic breakdown of the group overall is provided below. The names of replacement selections were then provided by staff in a third, separate department.

Updated Names of Appointed Assembly Members

Assembly members are listed in alphabetical order by surname.

- Iyad Al Khatib
- Juno Avila-Clark
- Sully Baird
- Sergio Barbon
- Mandy Chan
- Diana Cruz
- Raj Dhaliwal
- Ella Durning*
- Jady Gibson
- Heidi Hizsa
- Michele Kelly
- Melody Kruppa
- Rahul Kumaar
- Anne Ladouceur
- Leo Li
- Eri MacArthur*
- Marlene Mydske
- Maria Nguyen
- Cornel Peana
- Bob Petrusa
- Nyomi Ross
- Stuart Rushworth
- Erika Sanabria Medina
- Richard Schabler
- Dave Seaweed
- Romy Senghera
- Rosemary Sojka*
- Paul Toth
- Jordan Van Brakel
- Kumar Varma
- Taz Visram
- Margaret Wanyoike
- Declan Williams
- Erica Wong
- Keysa Yanez Leon
- Titus Yip

* Newly appointed to replace previous members who did not attend or stepped down

Updated Demographic Profile of Assembly (to reflect updated membership)

Demographic Measure	2021 Census Profile for City of New Westminster	Community Advisory Assembly Membership
Geographic Area of the City		
West End	10.7%	11.1%
Uptown	34.8%	30.6%
East End	21.3%	25.0%
Downtown	19.3%	16.7%
Queensborough	13.9%	16.7%
Gender Identity		
Man	49.3%	44.4%
Woman	50.7%	44.4%
Non-Binary/Gender Diverse/Other	0.44% (province wide)	11.1%
Age Group		
19 and under	16.4%	19.4%
20-34	23.9%	22.2%
35-49	22.9%	25.0%
50-64	20.8%	16.7%
65 and older	16.1%	16.7%
Housing Tenure		
Owner	54.7%	44.4%
Renter	45.3%	47.2%
Other (unhoused; living temporarily with family/friends)	~0.8%	8.3%
Visible Minority		
Visible Minority	46.8%	47.2%
Indigenous Identity		
Indigenous Identity	3.1%	5.6%

The Assembly membership also includes substantive representation of recent immigrants, immigrants who arrived in Canada five or more years ago, low-income residents, people living with disabilities, and single parents. Selected members also represent a diversity of racial identities.

OPTIONS

The following options are presented for Council's consideration:

1. That Council formally adopt the Terms of Reference for the Community Advisory Assembly, as endorsed by Assembly members and unchanged from the Draft Terms of Reference that were endorsed by Council on August 28, 2023;

2. That Council approve the appointment of three new members to the Assembly, to replace previous members who stepped down or did not attend;
3. That Council provide alternative direction to staff.

Staff recommend Options 1 and 2.

ATTACHMENTS

Attachment A – Community Advisory Assembly Terms of Reference

Attachment B – Information Report to Council, January 8, 2024: Member Selection for the Community Advisory Assembly

APPROVALS

This report was prepared by:
Jennifer Miller, Manager of Public Engagement

This report was reviewed by:
Tristan Johnson, Senior Planning Analyst
Carilyn Cook, Committee Clerk

This report was approved by:
Blair Fryer, Acting Director, Community Services
Lisa Leblanc, Acting Chief Administrative Officer