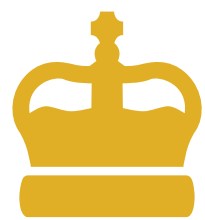




Community Advisory Assembly: Evaluation Results and Recommendations for the Future

May 12, 2025



NEW WESTMINSTER

Assembly pilot evaluation activities

1. Assembly feedback on Terms of Reference

2. Individual surveys, pre- and post-term:

- Assembly members
- City Council
- Steering Committee
- Staff

3. Opt-in research interviews with PhD candidate from SFU



Evaluation highlights:

Strong support to continue the Assembly model

- Unanimous recommendation from Assembly to continue with the model
- 100% of survey responses from Council, Steering Committee, staff said continue (44%) or continue, with minor adjustments (56%)
- Consensus among interviewees to continue



Evaluation highlights: Group feedback on TOR

Support for:

- Vision/goal
- Diverse membership
- Deliberation and goal of consensus
- External professional facilitator
- Ongoing evaluation and adjustment

Key suggestions:

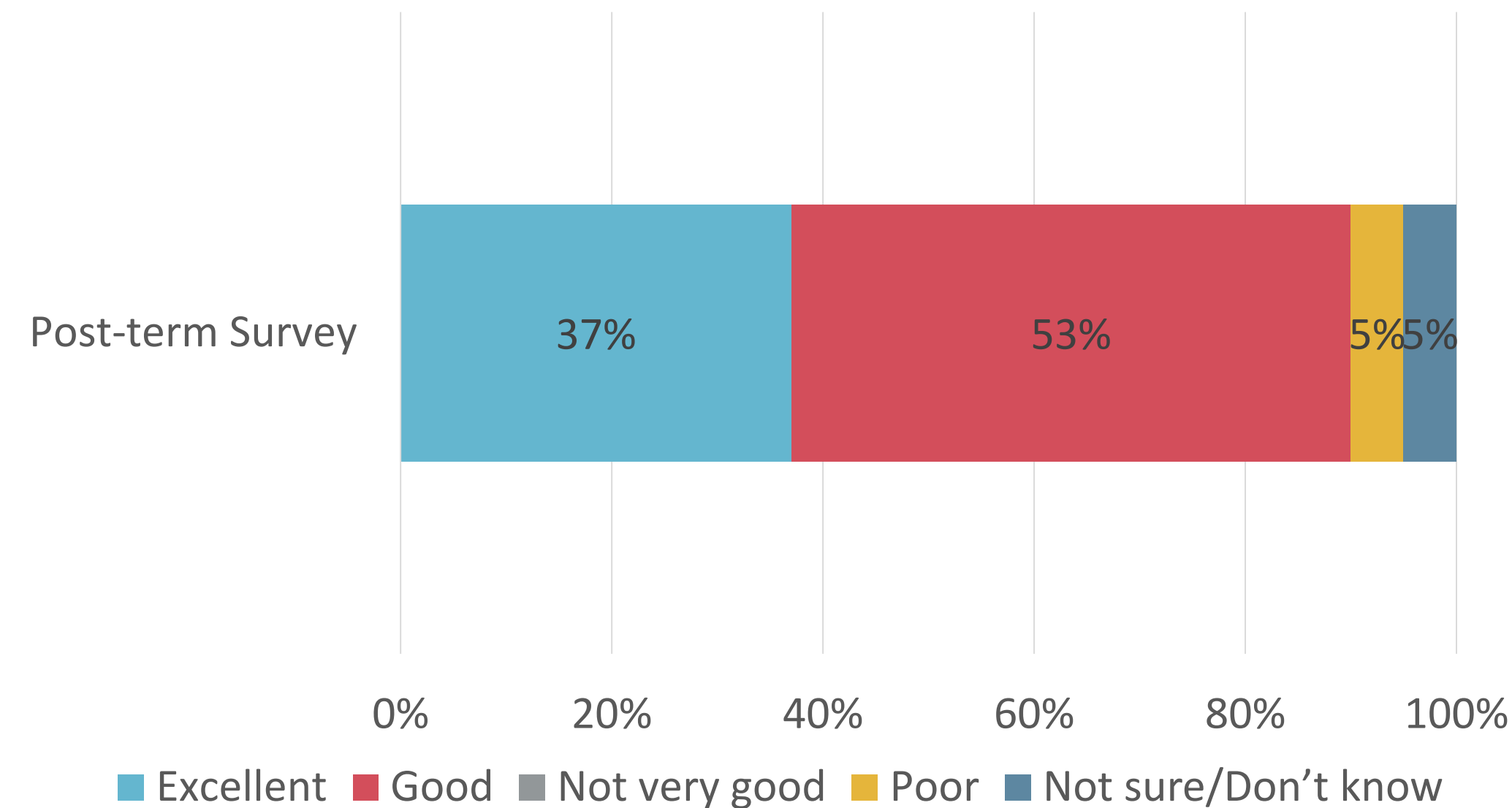
- Adjust how topics are chosen
- Introduce option for two-year term
- More opportunities to interact with Council
- More frequent follow-ups / reporting back
- More communication about Assembly's work in the community



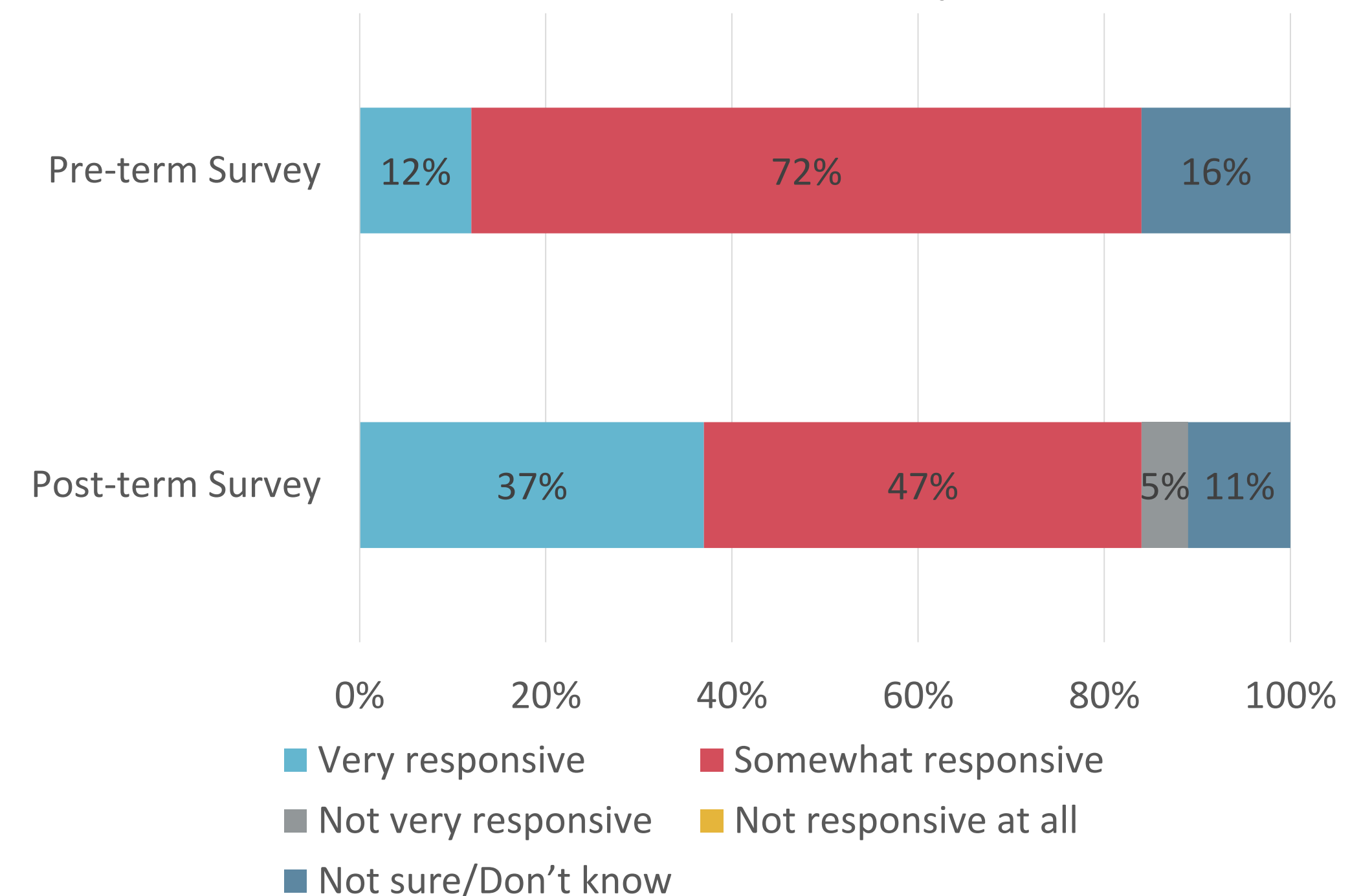
Evaluation highlights: Council, staff, and Steering Committee surveys

Please rate your overall experience interacting with the Assembly.

This question was asked only in the post-term survey.

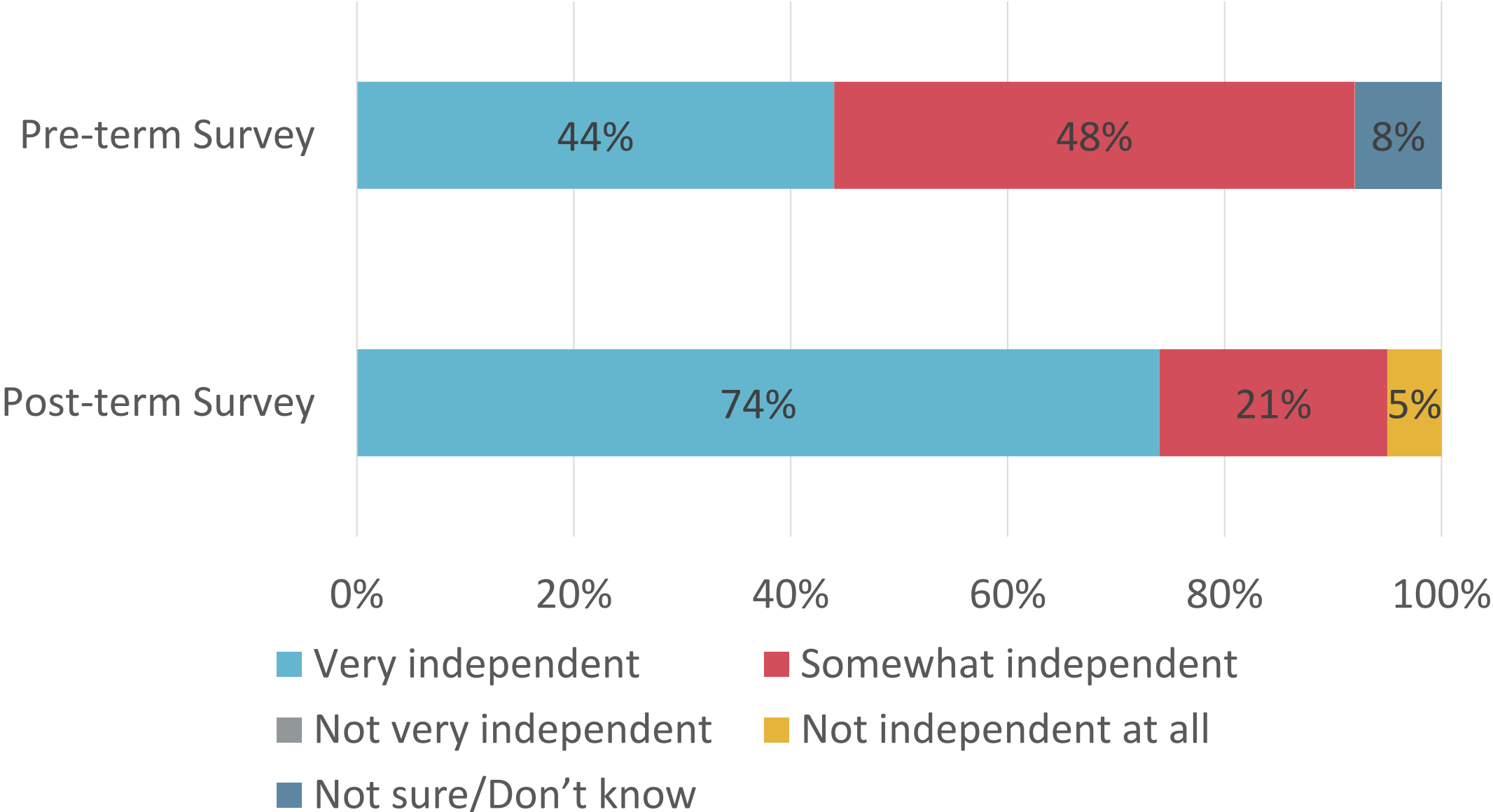


Do you feel the City can be/was responsive to recommendations from the Assembly?

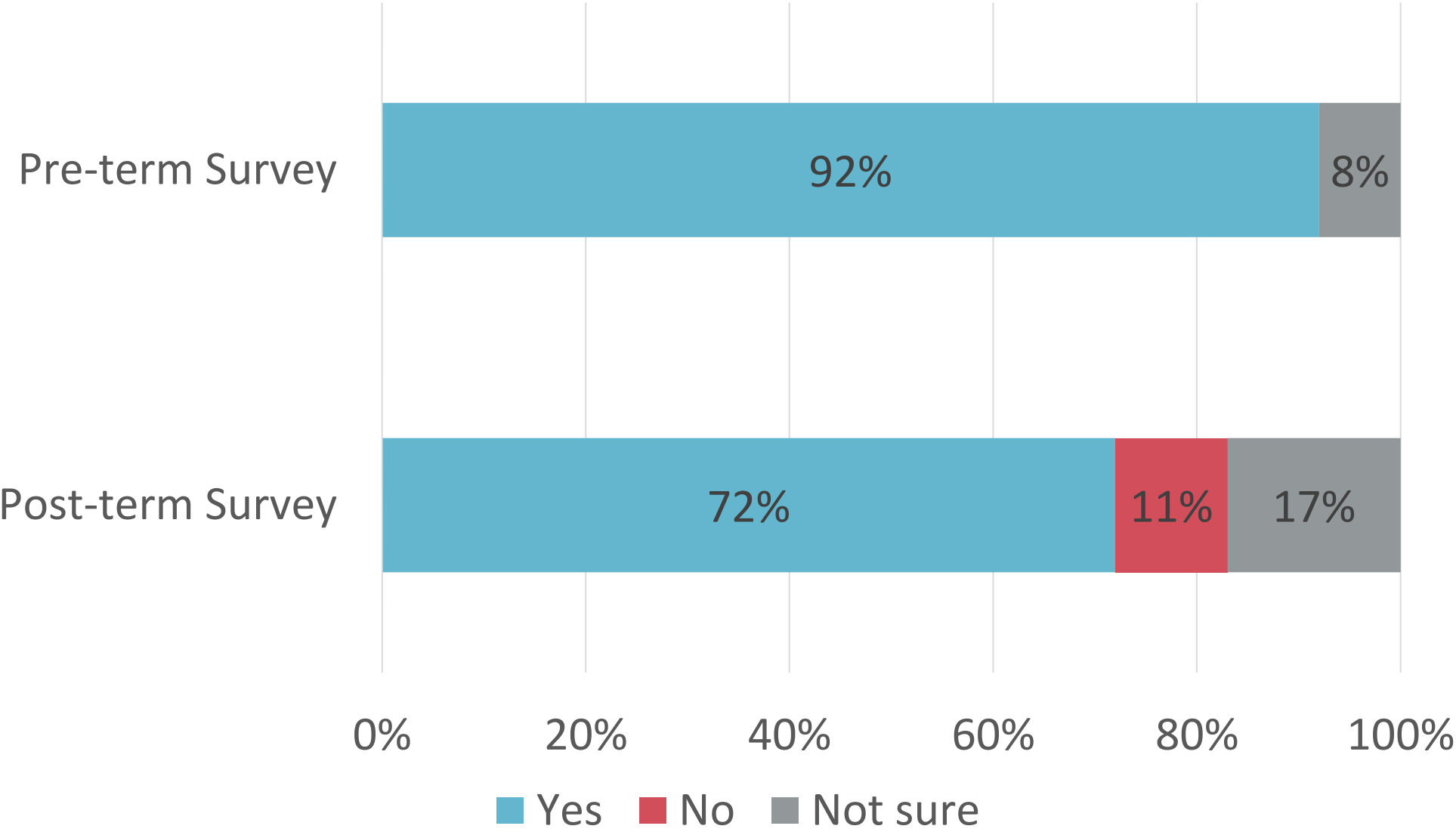


Evaluation highlights: Council, staff, and Steering Committee surveys

How independent/impartial/non-partisan do you feel this process will be/was?

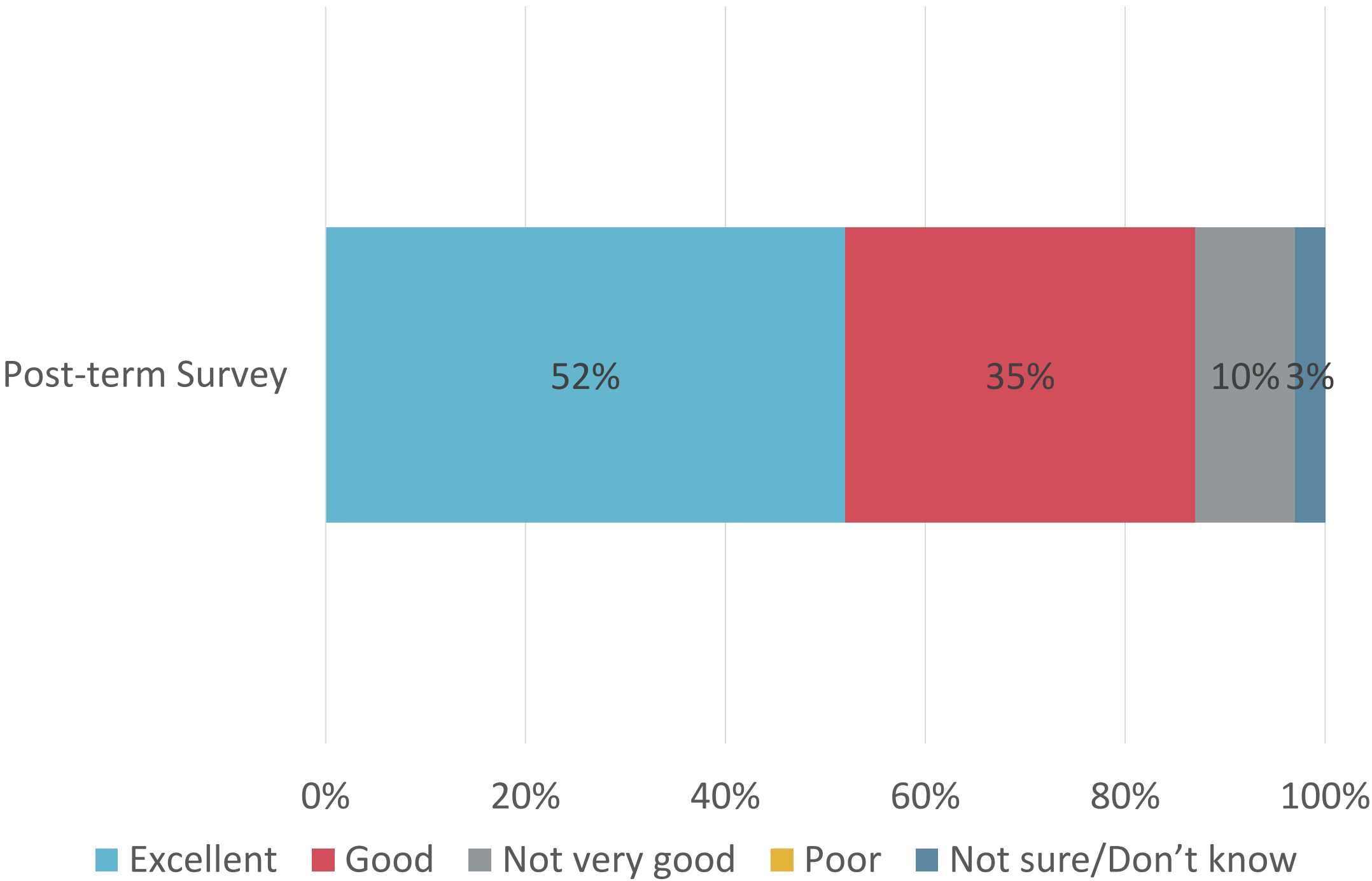


Do you feel the Assembly will provide useful information or perspectives for the City's decisions?

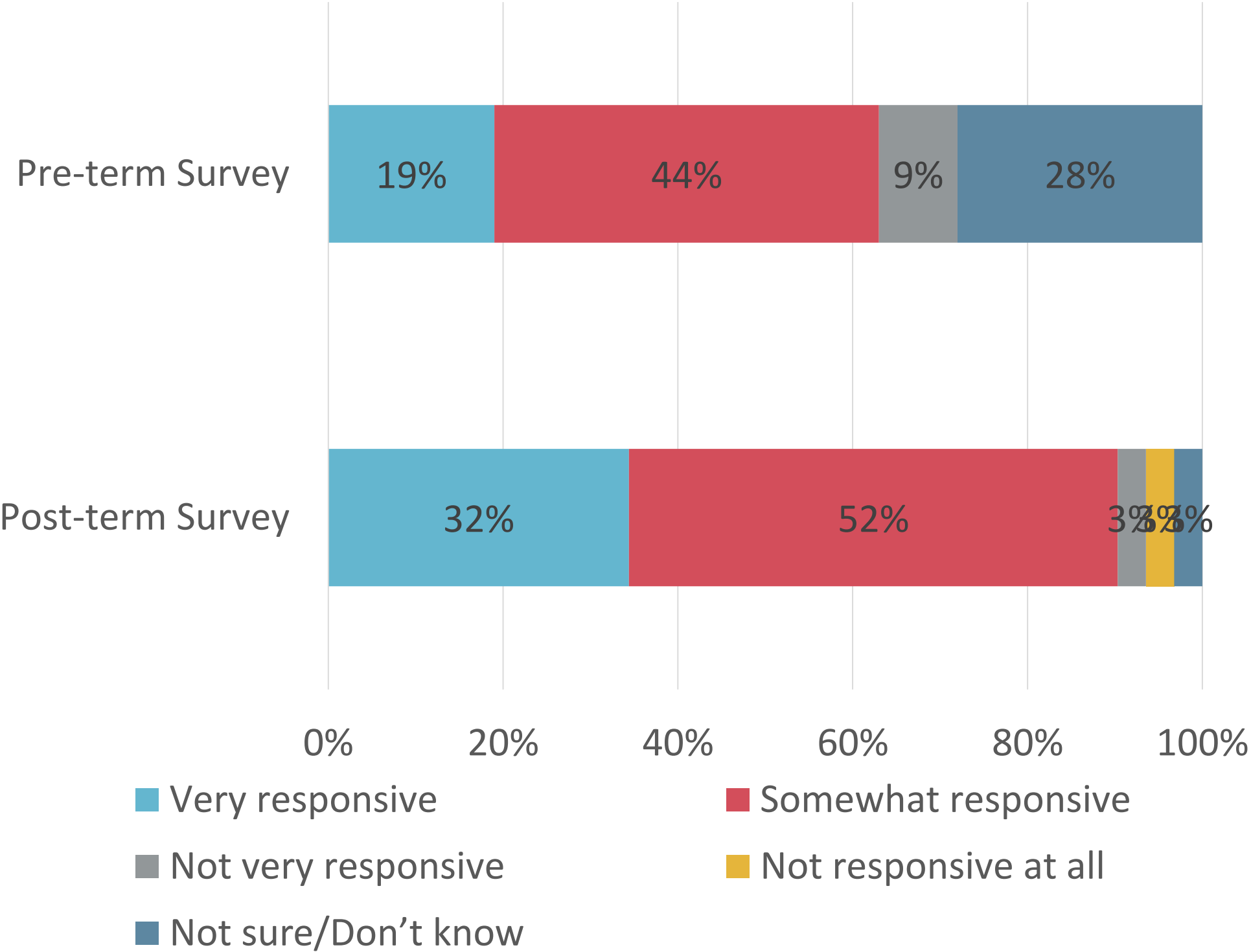


Evaluation highlights: Assembly member surveys

Please rate your overall experience with the Assembly.
This question was asked only in the post-term survey.

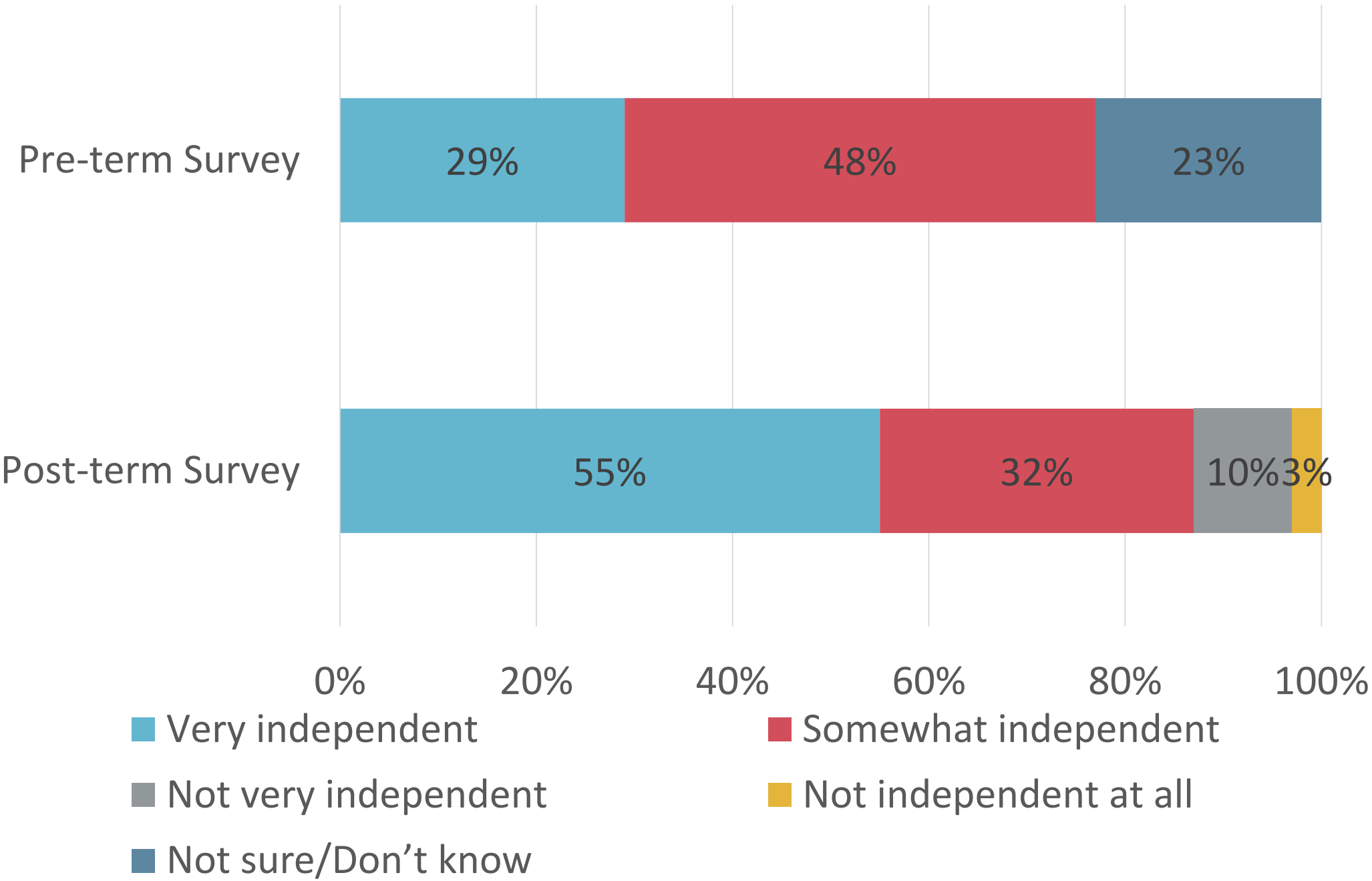


Do you feel the City will be/was responsive to recommendations from the Assembly?

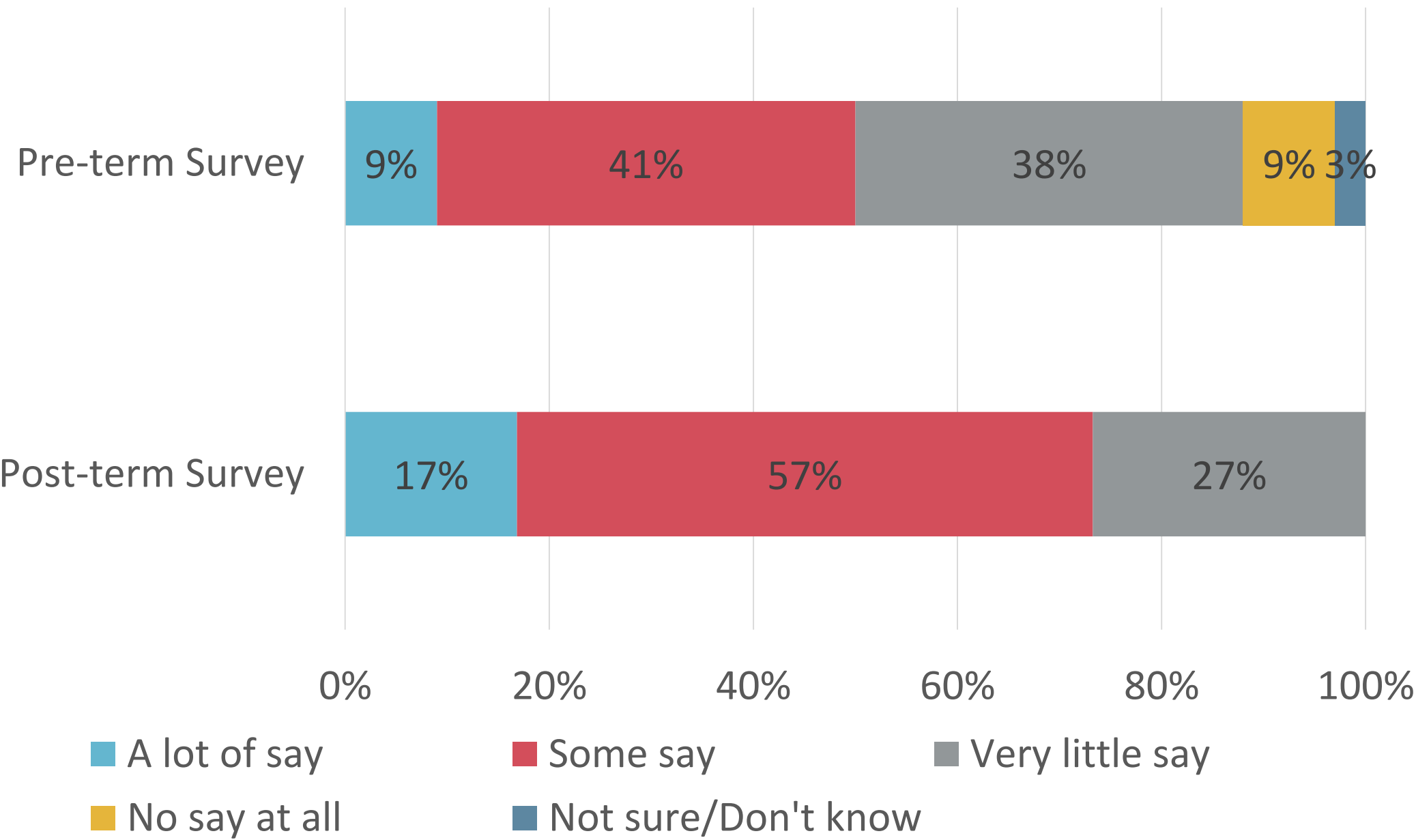


Evaluation highlights: Assembly member surveys

How independent/impartial/non-partisan do you feel this process will be / was?



Do you feel you currently have a say in decisions the City makes that affect the residents of New Westminster?



Evaluation highlights: Research interviews

Successes:

- Met majority of principles for good practice in assemblies as identified by Organisation for Economic Co-operation and Development (OECD)
- Pilot excelled in equity and inclusion

Opportunities for improvement:

- Adjust how topics are chosen and framed
- Improve clarity around how Assembly connects to decision-making
- More communication and connections with community

Recommendations for the future

1. Continue the Assembly model, with some adjustments.
2. Introduce the option of a two-year term for up to half of Assembly members. Terms would be staggered between one and two years, allowing for some continuity as well as new members each year.
3. Allocate more resources towards identifying and choosing topics.

Recommendations for the future

4. Develop more defined processes for staff to regularly report back to the Assembly about whether and how their input can be applied to the City's work and decision-making.
5. Allocate more resources towards sharing information about the Assembly in the community.
6. Offer more opportunities for Council to interact with the Assembly.

Recommendations for the future

7. Establish a new “Assembly Liaison” 0.5 FTE position to support additional efforts related to identifying topics, reporting back, communications, and coordinating additional events/meetings that support the Assembly model.



Next steps

- Update the Assembly Terms of Reference, with adjustments as outlined.
- Re-establish the Steering Committee.
- Work with staff, Steering Committee and Council to identify topic ideas.
- Issue RFP for external facilitator.
- Prepare for and launch the application period.
- Schedule and coordinate monthly Assembly meetings and related events, to begin in September 2025.

Council Recommendations

1. Continue with the Assembly model, with adjustments to the Terms of Reference as outlined.
2. Proceed with next steps as outlined.
3. Add \$110K and an additional 0.5 FTE to the 2026 Budget process.

