

REGULAR MEETING OF THE TASK FORCE ON RECONCILIATION, SOCIAL INCLUSION AND ENGAGEMENT

Notice is hereby given of the following Regular Meeting of
the Task Force on Reconciliation, Social Inclusion and Engagement

March 8, 2021 at 1:00 p.m.

With immediate adjournment to Closed Meeting
Meeting held electronically under Ministerial Order No. M192/2020 and
The current order of the Provincial Health Officer – Gatherings and Events

AGENDA

Call to order.

ADDITIONS TO THE AGENDA **Urgent/time sensitive matters only**

1. *MOTION to Add or Delete Items from the Agenda.*

ADOPTION OF MINUTES

2. *MOTION to adopt the following Minutes:*
 - a. **Regular Meeting, January 11, 2021**
 - b. **Special Meeting, February 9, 2021**

UNFINISHED BUSINESS

3. **Update on Council Motion: A Welcome and Inclusive City**

PRESENTATIONS AND REPORTS FOR ACTION

4. **No items.**

NEW BUSINESS

5. **Commemorative Plaque Proposal at Simcoe Park**, Manager of Museum and Heritage Services
6. **Community Action Network: Next Steps and Report to Council**, Supervisor of Community Planning
7. **Language and Translation for Public Engagement: Review of Current Practice and Discussion of Possible Approaches**, Manager of Public Engagement

NEXT MEETING

The next meeting of the Task Force on Reconciliation, Social Inclusion and Engagement will occur on:

Date:	May 10, 2021
Time:	1:00 p.m.
Location:	TBD

ADJOURNMENT



REGULAR MEETING OF THE TASK FORCE ON RECONCILIATION, SOCIAL INCLUSION, AND ENGAGEMENT

January 11, 2021

Meeting held electronically under Ministerial Order No. M192

MINUTES

PRESENT:

Councillor Nadine Nakagawa, Chair
Councillor Chinu Das
Councillor Chuck Puchmayr

STAFF:

Ms. Lisa Spitale	- Chief Administrative Officer
Ms. Emilie Adin	- Director of Development Services
Ms. Christine Cho	- Manager of Human Resources
Mr. Blair Fryer	- Manager of Communications and Economic Development
Mr. Dean Gibson	- Director of Parks and Recreation
Mr. Rob McCullough	- Manager, Museums and Heritage Services
Ms. Diana McDaniel	- Inspector, New Westminster Police Department
Ms. Jennifer Miller	- Manager of Public Engagement
Mr. Richard Fong	- Director of Human Resources
Ms. Jacque Killawee	- City Clerk
Mr. John Stark	- Supervisor of Community Planning
Ms. Nicole Ludwig	- Assistant City Clerk

GUESTS:

Ms. Victoria Barr	- Principal, LevelUp Planning & Consulting
Ms. Jasmindra Jawanda	- Urban and Cultural Planning Consultant, LevelUp Planning & Consulting
Ms. Laveleen Sahota	- Consultant, LevelUp Planning & Consulting
Ms. Elle Wayara	- Community Health and Equity Specialist, LevelUp Planning & Consulting

The meeting was called to order at 1:04 p.m.

ADDITIONS TO THE AGENDA
Urgent/time sensitive matters only

1. **None.**

ADOPTION OF MINUTES

2. **MOVED and SECONDED**

THAT the minutes of November 23, 2020, Reconciliation, Social Inclusion and Engagement Task Force meeting be adopted.

CARRIED.

All members present voted in favour of the motion.

UNFINISHED BUSINESS

None.

PRESENTATIONS AND REPORTS FOR ACTION

None.

NEW BUSINESS

3. **Diversity, Equity, Inclusion and Anti-Racism (DEIAR) Framework – Summary Report and Process Update**

Richard Fong, Director of Human Resources, and Christine Cho, Manager, Human Resources, introduced the team from LevelUp Planning and Consulting, consisting of:

- Victoria Barr, Principal
- Jasmindra Jawanda
- Lavleen Sahota
- Elle Wayara, Community Health and Equity Specialist

The team from LevelUp provided a presentation on the New Westminster Diversity, Equity, Inclusion & Anti-Racism (DEIAR) Framework, Phase 1 findings and Phase 2 planning, and requested feedback:

In discussion, members noted the following:

- General support for the goals and that they should be dealt with together as much as possible;

- Concerns regarding effects on the employer/employee relationship, particularly the ability for managers to manage, and effects that may go against the collective agreements with City unions;
- Concerns regarding potential effects on taxpayers;
- Transparency is extremely important in inclusive decision making, or the process will break down;
- Consider public realm, design and programming as a goal to be inclusive of all populations;
- A process to ensure people understand these goals and how they will be developed is necessary;
- The Task Force
 - can be a second set of eyes to find blind spots and is structured to ask uncomfortable questions,
 - can advise on how to align DEIAR with other work being undertaken in the City;
 - allows for inter-departmental communication and work that can help reduce and eliminate duplication; and,
- No one process will work for all employees on staff engagement; senior staff level engagement is important, however there needs to be ample opportunity for more junior staff members to participate as well.

In response to members' questions and comments, Ms. Jawanda, Ms. Wayara and Mr. Fong provided the following information:

- Anti-racism will be an active measure throughout the DEIAR framework;
- A balance will be found to manage the employer/employee relationship and LevelUp will be working with all unions and Human Resources;
- Unions will be invited in for decision making where appropriate and Human Resources will actively look for areas where this is possible;
- Goals should be expanded to situate the community within them; and,
- Public space will be included in the first goal.

4. Creation of the Reconciliation, Social Inclusion, and Engagement Advisory Committee: Combining the Multiculturalism, Seniors and Youth Advisory Committees

Jacque Killawee, City Clerk, provided a presentation on a draft framework for combining the Multiculturalism, Restorative Justice, Seniors and Youth Advisory Committees, per Council's 2019 direction, and requested feedback.

In discussion, members noted the following:

- Concerns that combining the committees may dilute the voices of the communities currently represented by the Multiculturalism, Seniors and Youth Advisory Committees;
- The Restorative Justice Committee (RJC) is focused on the justice system, and been successfully working to inspire reform; the impact of this work may be diluted if combined;
- Concerns that attempts to be more inclusive in design may actually lead to less inclusivity in practice;
- Diversity has to be more than "add diversity and stir"; the chair and members need to be mindful and encouraging of diversity;
- Suggested working with LevelUp to provide guidance and better practices on ensuring diversity in advisory committees;
- Setting minimum levels of membership for diverse representation may be better than setting maximum limits; and,
- People sitting on a committee for a specific purpose in a specific category should be compensated for their time.

Reconciliation

5. Referral from Council: New Westminster Police Department Letter dated November 26, 2020 and report Regarding Response to the Calls for justice – Listening and Learning through Respect and Understanding

On January 4, 2021, New Westminster City Council referred this matter to the Reconciliation, Social Inclusion and Engagement Task Force, and requested the task force return to Council with suggestions for feedback to the New Westminster Police Department.

Rob McCullough, Manager of Museums and Heritage Services, and Diana McDaniel, Inspector, New Westminster Police Department (NWPD), introduced the report "NWPD Response to the Calls for Justice: Listening and Learning through Respect and Understanding".

In discussion, members noted the following:

- Appreciation of the acknowledgement in the report that this is a first step and the acknowledgement that police forces have harmed Indigenous Women and Girls;
- There is a need to layer in relationship-building with First Nations and Indigenous Communities to open up avenues for their involvement;

Difficult to quantify all this work aside from the recruiting efforts of the NWPD

- The creation of a specialized police force is in the purview of the Solicitor General; the Police Board could be asked for their support if such a request is made.
- Because the report is so broad and detailed some information may be lost or overlooked; a summary of how the Calls to Justice are being addressed along with information on changes the police department can make to answer the Calls, and what support is needed from other parts of the organization, would be helpful;
- The Task Force could help create a roadmap for implementation;
- This work should align with other frameworks that city is working on such as Reconciliation;
- This is a good first step; future conversations should include discussing providing more community services that would allow police to do the work they are supposed to do, rather than being an extension of social and community services; and,
- It is vitally important to ask the right populations about this and the work should be layered in with the City's Reconciliation framework.

Social Inclusion

6. Community Action Network Next Steps and Report to Council

John Stark, Supervisor of Community Planning, provided a presentation on the Community Action Network New Westminster (CAN NW), outlined next steps, and requested feedback:

In discussion, members noted appreciation for the CAN NW model, and expressed support for replication in other City work and the next steps as outlined in the presentation.

7. Welcome Centre Update

John Stark, Supervisor of Community Planning, provided a presentation on the status of the Welcome Centre as part of the Neighbourhood Learning Centre at the new New Westminster Secondary School (NWSS), including next steps, and requested feedback.

In response to comments from committee members, Mr. Stark advised:

- Design changes have been made based on input from Welcoming and Inclusive New Westminster; and,

- A stronger partnership could be forged between the City, the welcome centre and organizations in the city that are using the space, especially once the wellness centre comes online.

Engagement

8. Compensation Policy for Participation of People with Lived Experience: Initial Research Findings and Draft Principles for Discussion

Jennifer Miller, Manager of Public Engagement, provided a presentation on early findings and research into this matter, and requested feedback.

In discussion, members noted:

- Very important to determine eligibility and prioritized for those who participate as active members or are called upon to give a report;
- Talk to staff who regularly deal with volunteers, such as Parks and Recreation and Library board staff for feedback;
- Ensuring that people know how to participate and contribute is the other piece of this to make it a useful and meaningful experience; and,
- This is a good start and is an example of a practice that may need tweaking after implementation.

9. Engagement Needs Assessment: Review and Feedback of Draft Tool for Staff Across the Organization

Jennifer Miller, Manager of Public Engagement, provided an overview of engagement needs assessment draft tool, and requested feedback.

In response to members' comments, Ms. Miller provided the following information:

- It is possible to include a "pre-questionnaire" that helps to identify any legal, safety, or other issues that community engagement would not affect;
- The tool will be useful, not only in identifying opportunities for engagement, but also to refine engagement strategies so that any engagement is appropriate and meaningful; and,
- As staff become more familiar with engagement, the form may not be needed as much.

10. Standards for Reporting Back on Engagement: Review and Feedback on Draft Approach

Jennifer Miller, Manager of Public Engagement, provided an overview of proposed standards for reporting back on engagement and requested feedback.

In discussion, members noted:

- Decoupling the summary of engagement from the Council report will require that Council members be notified that the summary is publicly available in case they receive communications about it;
- This is a change in practice and an opportunity to refine engagement practices and get the sort of feedback that is useful and can be applied;
- In some cases, verbatim responses from participants are not appropriate; and,
- Providing earlier access to results may reduce the perception that "the decision was already made".

In response to members' comments, Ms. Miller noted:

- Where engagement is only one part of the process, the scope and purpose of engagement must be made clear from the outset in order to manage participants' expectations from the beginning; and,
- Verbatim feedback will be subject to Freedom of Information screening for private information, and will also be screened for offensive language.

NEXT MEETING

The next meeting of the Task Force on Reconciliation, Social Inclusion and Engagement will occur on:

Date:	March 8, 2021
Time:	1:00 p.m.
Location:	TBD

ADJOURNMENT

ON MOTION, the meeting was adjourned at 3:57 pm

**COUNCILLOR NADINE NAKAGAWA
CHAIR**

**NICOLE LUDWIG
ASSISTANT CITY CLERK**



REGULAR MEETING OF TASK FORCE ON RECONCILIATION, SOCIAL INCLUSION AND ENGAGEMENT

Tuesday, February 9, 2021

Meeting Held Electronically under Ministerial Order No. M192/2020 and
Order of the Public Health Officer – *Gatherings and Events February 5, 2021*

MINUTES

PRESENT:

Councillor Nadine Nakagawa, Chair
Councillor Chinu Das
Councillor Chuck Puchmayr

STAFF:

Ms. Lisa Spitale	- Chief Administrative Officer
Ms. Jacque Killawee	- City Clerk
Ms. Emilie Adin	- Director of Development Services
Mr. Dean Gibson	- Director of Parks and Recreation
Mr. Steve Kellock	- Senior Manager, Recreation and Facilities
Mr. Chris Koth	- Manager of Programs and Community Development, New Westminster Public Library
Mr. Rob McCullough	- Manager, Museums and Heritage Services
Ms. Jennifer Miller	- Manager of Public Engagement
Ms. Diana McDaniel	- Inspector, New Westminster Police Department
Mr. John Stark	- Supervisor of Community Planning
Ms. Denise Tambellini	- Manager of Intergovernmental and Community Relations

OTHER STAFF:

Ms. Christine Cho - Manager, Human Resources

The meeting was called to order at 2:00 p.m.

UNFINISHED BUSINESS

1. **Presentation: Creation of the Reconciliation, Social Inclusion, and Engagement Advisory Committee: Combining the Multiculturalism, Restorative Justice, Seniors and Youth Advisory Committees: Staff Update**
 - a. Minutes Extract: January 11, 2021 meeting
 - b. Presentation: Social Inclusion, Engagement, and Reconciliation Advisory Committee Proposals for Discussion – January 11, 2021, meeting

Jacque Killawee, City Clerk, provided a presentation reviewing the discussion from the January 11, 2021, meeting, and requested additional direction from the Task Force. Members provided comments on the following:

Eliminating Tokenism

- There is a need to make sure that in considering committee membership, the City is not just ticking boxes;
- Members need to be aware and accepting of the equity of voices around the table;
- Agreement with the desire to avoid tokenism;
- Suggestions for to include a training component for members that includes information on Committee Structure, advocacy, public speaking, and decisions are made;
- There is a need for outreach to newcomers to make them feel included, especially in Committee leadership, and make people feel comfortable earlier;
- Tokenism is a real thing and is more than a definition; what it feels like and looks like in practice is important and has a relationship to how meetings are conducted.

Continuation of the Restorative Justice Committee

- The focus and membership of the RJC are different from other Council Advisory Committees;

- The Committee has made real and substantive changes to the Aboriginal Court and has become very technical and knowledgeable about the Court;
- Requested Council review the decision to combine the Restorative Justice Committee with other committees; and,
- Two of the three Councillors appointed to the Task Force supported the keeping the Restorative Justice Committee as a separate Committee.

Increasing Diversity

- The task force should explain how diversity is going to become part of the framework for Committees, and work to get committees to be reflective of the larger community;
- There may be a better way to capture the idea of "primary language spoken at home" to get to a more accurate portrayal of language use in the community;
- Diverse applicants might feel alienated once on a committee because work of the committee might be different than what they expected;
- Staff who provide recommendations for membership may be focused on functionality of the Committee;
- Separation of different regions of Europeans may skew how we view diversity; and,
- A balance may be achieved by the fact that people are applying to the committees that they want to be on.

NEW BUSINESS

2. Presentation: Police Reform Advocacy

- a. Minutes Extract: Regular Council meeting, February 1, 2021

Lisa Spitale, Chief Administrative Officer, provided a presentation on the draft response to the Province's Special Committee on Reforming the Police Act, and requested feedback from the Task Force.

Members provided feedback on the following items:

Engagement

- There is a need to understand the Special Committee's terms of reference before providing information on engagement;
- Engagement is the most sensitive and loaded area to discuss, from deciding who will conduct the engagement to how to proceed without revictimizing people.
- There is a need to have the most impacted involved and to make sure the Province delivers on engagement; and,
- The City's role should be that of facilitator, rather than engager, and offering support and training to people who are engaged so they know what to expect in the sessions led by the Province;
- Police and cities are taking on a more responsibility since more senior levels of government have been stepping back; they are not being resourced by other levels of government for these additional responsibilities;
- Suggested working with the Community Action Network, the Overdose Community Action Team peers, and Spirit of the Children, who have relationships with the people most often affected by policing.

Note: the terms of reference and other documents related to the Special Committee's work can be accessed through the following website: <https://www.leg.bc.ca/parliamentary-business/committees/41stParliament-5thSession-rpa>.

Joint Advocacy

- Issues may be better aligned with Lower Mainland Local Government Association (LMLGA) government rather than the Union of BC Municipalities (UBCM), due to more specific regional issues;
- Need to see if there can be alignment between different police forces;
- There is a need to find out and understand the negative experiences of overpolicing, which disproportionately affect Black and Indigenous people, as well as people with mental illness, and people who are homeless;
- Police reform requires both Local and Provincial reforms; internally, the City needs to look at hiring, training, and investigative practices.

Areas Requiring Staff Research

- Explaining how the download of responsibilities affected local governments, including: cutbacks over the years and the deinstitutionalization of people in mental health facilities put into communities without supports;
- Look broadly at the effects to include ripple effects;
- There is an opportunity for the City to take a critical look at how the care of the most vulnerable is taking place; and
- Would like to move forward as fast as possible on this.

Summary of Action	Bring forward a report on a submission to the Special Committee on Reforming the Police Act for Council approval.
Who is responsible	Chief Administrative Officer
When	At a Council meeting as soon as possible (March 2021)

3. International Women's Day Event

Lisa Spitale, Chief Administrative Officer, noted that the Task Force's next meeting is on the same day as International Women's Day and suggested a virtual town hall to highlight work being done on the Diversity, Equity, Inclusion and Anti-Racism Framework.

Christine Cho, Manager, Human Resources, advised that LevelUp has agreed to provide a presentation.

In discussion, members expressed support for the event, and noted that there is a need to keep intersectionality front and centre, to ensure the diversity of women and everything they represent is acknowledged and celebrated.

EXCLUSION OF THE PUBLIC

3. MOTION:

THAT pursuant to Section 90 of the Community Charter, members of the public be excluded from the Closed Meeting of the Task Force on Reconciliation, Social Inclusion and Engagement immediately following the Regular Meeting on the basis that the subject matter of all agenda items to

be considered relate to matters listed under Section 90(2)(b), of the Community Charter:

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

NEXT MEETING

The next regular meeting of the Task Force on Reconciliation, Social Inclusion and Engagement will occur on:

Date:	March 8, 2021
Time:	1:00 p.m.
Location:	TBD

ADJOURNMENT

The meeting adjourned at 3:21 p.m.

Councillor Nadine Nakagawa
Chair

Nicole Ludwig
Assistant City Clerk

Minutes Extract
Reconciliation, Social Inclusion and Engagement Task Force
February 3, 2020

6. Council Motion: A Welcoming and Inclusive City

Task Force members discussed the recently passed Council motion on becoming a Welcoming and Inclusive City, and Lisa Spitale, Chief Administrative Officer, noted that the list of items in the motion had been broken down in terms of categories and how they fit with existing work plans. Ms. Spitale noted that policy questions and information in relation to the items would be addressed by the RSIE Task Force.

Minutes Extract
Regular Council Meeting
January 27, 2020

21. Motion: A Welcoming and Inclusive City

In discussion, Council noted the following:

- There is a need to consider the implicit ways in which we make people feel welcome or not;
- People who have a language barrier should be able to access Council proceedings;
- Need a report where Council can delve into this as to what expectations are for the community,;
- There is an interest in taking complex issues out to the people as Council is not necessarily the best form of public engagement for making decisions;
- Council needs to have all data when the decision is made, and not receive new information at the last minute;
- Part of increasing engagement is making City processes more understandable; and
- The Reconciliation, Social Inclusion, and Engagement Task Force should look at some elements of the motion.

MOVED and SECONDED

WHEREAS The City of New Westminster's vision is "A vibrant, compassionate, sustainable city that includes everyone";

AND WHEREAS the City's core values state that "We place high value on the principles of equality and equity and strive to build an environment where everyone is included, valued, and treated with dignity and respect";

AND WHEREAS City meetings and events provide opportunities to create a welcoming and inclusive environment;

THEREFORE BE IT RESOLVED that staff report back to council on opportunities to make the city more welcoming and inclusive including, but not limited to how the City can:

- *Create accessibility descriptions for all civic facilities;*
- *Ensure that Council chamber meets the needs for people with disabilities and provides options so they can choose seating and space that meets their needs;*
- *Create dedicated space in Council chamber for families with young children including toys and areas for children to move around;*
- *Offer childminding services so parents and caregivers can attend Council meetings, public consultation events, and serve on civic committees;*
- *Take Council meetings into the community in various neighbourhoods throughout the year and at times that may allow members of our diverse community to attend and take part;*
- *Offer access to translation services by request for City meetings and public hearings;*
- *Offer closed captioning in-chamber and for live-streamed Council meetings;*
- *Make Council agendas easier to read;*
- *Provide a Council Meeting 101 type workshop for the public;*
- *Create an engagement hub at our libraries;*
- *Create gender inclusive washrooms for all existing single stall washrooms in civic facilities;*
- *Create an acronym key for all City documents including Council packages;*
- *Offer the opportunity to accept video submissions for public hearing or delegations;*
- *Audit what accessibility standards are met on the City's website;*
- *Provide staff training on how to create welcoming and inclusive spaces; and,*
- *Utilize more inclusive language during council meetings.*

AND BE IT FURTHER RESOLVED that City committees be consulted on further ideas and recommendations for inclusion;

AND BE IT FURTHER RESOLVED that the public be engaged on ways to make the city more welcoming.

Amended.

AMENDMENT MOVED and SECONDED

THAT the words "and interpretation" be added following the words "Offer access to translation" in the sixth bullet point of the motion.

CARRIED.

The amendment having carried, the motion as amended was put and CARRIED with all members present voting in favour.

FINAL MOTION AS ADOPTED

MOVED and SECONDED

WHEREAS The City of New Westminster's vision is "A vibrant, compassionate, sustainable city that includes everyone";

AND WHEREAS the City's core values state that "We place high value on the principles of equality and equity and strive to build an environment where everyone is included, valued, and treated with dignity and respect";

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- *Provide staff training on how to create welcoming and inclusive spaces;*
- *Utilize more inclusive language during Council meetings.*

AND BE IT FURTHER RESOLVED that City committees be consulted on further ideas and recommendations for inclusion;

AND BE IT FURTHER RESOLVED that the public be engaged on ways to make the City more welcoming.