



## Attachment 1

*COVID-19 At-Risk and Vulnerable*

*Populations Working Group*

*Terms of Reference*



# COVID-19 At-Risk and Vulnerable Populations Working Group

## Terms of Reference

Last Updated on March 20, 2020

### Mandate

The COVID-19 At-Risk and Vulnerable Populations Working Group will be comprised of government, faith and non-profit representatives. It will be mandated with advising response efforts related to at-risk and vulnerable populations.

At-risk and vulnerable populations include but are not limited to families, individuals and households who are dealing with one or more of the following situations:

- abusive relationships, including partner
- food insecurity
- homelessness, and precarious or unstable living arrangements (e.g., couch surfing)
- mental health and substance misuse issues
- precarious or uncertain immigration status
- social isolation, with limited or no support systems
- others ...

### Responsibilities

The working group will have the following responsibilities:

- identifying, documenting and communicating the needs of at-risk and vulnerable populations;
- documenting non-profit preparedness, capacity and response levels, and determining resource requirements, including staff, volunteers and supplies;
- documenting non-profit closures and service reductions, and identifying impacted populations;
- identifying short, medium and longer term actions to ensure that the needs of at-risk and vulnerable populations are being addressed;
- identifying how City staff can be redeployed, taking into consideration risk, to help meet the needs of at-risk and vulnerable populations and to support the faith and non-profit sector;
- advocating needs related to at-risk and vulnerable populations to the public, the business community and other levels of government; and,
- other areas as deemed important to at-risk and vulnerable populations.

## Proposed Membership

- John Stark, Supervisor of Community Planning, Chair
- Courtney Pankratz, Consultant<sup>1</sup>
- Claudia Freire, Housing/Social Planner, or Anur Mehdic, Housing/Child Care Planning Analyst
- Diana McDaniel, Inspector
- Paolo Zenone, Youth Recreation Leader
- Maryam Naser, Associate Superintendent, School District #40<sup>2</sup>
- Allison Luke, Manager, New Westminster Mental Health and Addictions Centre, or Designate
- Blain Kane, Housing Manager, Spirit of the Children Society, or Designate
- Shayne Williams, Executive Director, or Dave Brown, Community Services Manager, Lookout Housing and Health Society, or Designate
- Shawn Bayes, Executive Director, or Bonnie Moriarty, Homeless Manager, Elizabeth Fry Society of Greater Vancouver, or Designate
- Lynda Edmonds, Executive Director, Fraserside Community Services Society, or Designate
- Lynda Fletcher-Gordon, Executive Director, Lower Mainland Purpose Society, or Designate
- Bill Wong, Manager, or Edith Tazumi, Supervisor, UGM Resource Centre, or Designate
- Anne Holden, Captain, Salvation Army (New Westminster), or Designate
- Cynthia Boulter, Chief Operating Officer, Greater Vancouver Food Bank Society, or Designate
- Esther Hsieh, Executive Director, Umbrella Multicultural Health Co-op
- Kyoko Takahashi, Operations Manager, Seniors Services Society, or Designate
- Lorrie Wasyliw, Executive Director, Women In Need Gaining Strength, or Designate
- Others ...

## Chair and Support Staff

John Stark, Supervisor of Community Planning, City of New Westminster will chair the meetings. At the inaugural meeting, an Alternate Chair will be selected. Courtney Pankratz, CAT Project Coordinator, Lower Mainland Purpose Society, will be assisting and resourcing the working group.

City staff will also act as resources and represent their respective Departments. City clerical support will be provided related to meeting notification, agenda setting and note taking. Depending on the actions taken, other City staff could be deployed to assist with implementation or logistical support.

## Meetings

The working group will meet on a weekly basis. In addition to regularly scheduled meetings, there may be occasions when special meetings are required. As much advance notice as possible will be given to ensure members can make the necessary arrangements. The meetings will occur at the Anvil Centre, unless specified otherwise, and arrangements will be made to enable members to participate remotely. Where possible, meetings will be conducted within a two hour window, thus enabling members to attend to other urgent business.

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<sup>1</sup> Coordinator of the New Westminster Overdose Prevention Community Action Team (CAT).

<sup>2</sup> School breakfast and lunch programs for food insecure students.

## Participation

The working group will serve as an advisory group and not a decision-making body. Working group membership is on a volunteer basis and members will not be remunerated for their time.

DRAFT