

## **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

June 15, 2021 at 1:00 p.m.

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

### **AGENDA**

**Call to order.**

#### **ADOPTION OF MINUTES**

- 1. Special Regular Meeting – May 28, 2021**

#### **NEW BUSINESS**

- 2. 2022 Budget Engagement for Advisory Committees**

Lead: Manager of Public Engagement

#### **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 immediately following the Regular Meeting of the Task Force on the basis that the subject matter of all agenda items to be considered relate to matters listed under Sections and 90(2) (b) of the Community Charter:*

*90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;*

*90(2)(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;*

Purpose of the meeting: Negotiations matters

## **ADJOURNMENT**

- 4. MOTION** to adjourn the Meeting in open session and proceed to Closed Session.

## **NEXT MEETING**

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

Date: July 5, 2021  
Time: 1:00 p.m.  
Location: TBD

## **ADJOURNMENT**

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

May 28, 2021

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

### **MINUTES**

#### **PRESENT:**

Councillor Nadine Nakagawa, Chair  
Councillor Chinu Das

#### **STAFF**

Ms. Lisa Spitale	- Chief Administrative Officer
Mr. Rob McCullough	- Manager, Museums and Heritage Services
Mr. Chris Koth	- Manager of Programs and Community Development, New Westminster Public Library
Mr. Blair Fryer	- Manager, Communications and Economic Development
Ms. Jacque Killawee	- City Clerk
Mr. Dean Gibson	- Director of Parks and Recreation
Inspector Diana McDaniel	- New Westminster Police Department
Mr. John Stark	- Supervisor of Community Planning

#### **REGRETS:**

Councillor Chuck Puchmayr

The Meeting was called to order at 10:32 a.m.

## NEW BUSINESS

### 1. Information: Notice of Additional Regular Meetings in 2021

Nicole Ludwig, Assistant City Clerk, advised additional meetings had been scheduled in members' calendars, due to the amount of work for this task force. She noted the additional meetings were scheduled as follows:

- Tuesday, June 15, 1 p.m. to 3 p.m.
- Friday, October 15, 9 a.m. to 11 a.m.

In discussion, members agreed to move the July 26, 2021 meeting to July 5, 2021 from 1 to 4 pm.

## EXCLUSION OF THE PUBLIC

### 2. **MOVED and SECONDED:**

*THAT pursuant to Section 90 of the Community Charter, members of the public be excluded from the Closed Meeting of the Task Force immediately following the Regular Meeting of the Task Force on the basis that the subject matter of all agenda items to be considered relate to matters listed under Section 90(1)(k) of the Community Charter:*

*(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.*

**CARRIED.**

All task force members present voted in favour of the motion.

Purpose of the meeting: Negotiations

## **ADJOURNMENT**

On MOTION, the meeting adjourned at 10:37 a.m.

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**Councillor Nadine Nakagawa**  
**Chair**

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**Nicole Ludwig**  
**Assistant City Clerk**

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

Date: Tuesday, June 15, 2021  
Time: 1:00 p.m.  
Location: Electronic

**Budget 2022 Engagement: Committees and Task Force Workshops Plan**  
**DRAFT June 10, 2021**

Workshops Overview and Purpose

Building from what we heard from the community in October 2020 about considerations for the City's budget, several workshops will be held in June and July 2021 to engage City Committee and COVID-19 Task Force members in a deeper way and earlier in the Budget 2022 process. The purpose of the workshops is to receive informed input from New Westminster residents with the expertise of their committee and task force experience, to help inform the development of the 2022 budget.

Workshop parameters:

- Workshops will be held virtually.
- Workshops will be one hour.
- All workshop dates and times will follow the same agenda & include the same discussion questions.
- Because many City Committees are not scheduled to meet again until September, two special workshops will be scheduled and all members from selected committees will be invited. Invitees can choose the date and time that they prefer.
- One additional workshop will be scheduled for external members of the City's COVID-19 Task Forces.
- Background information will be sent in advance, with the goal of providing enough information to support informed participation and also maximize participation time in the workshops themselves. Staff presentations will be minimized.
- Input received through the workshops will be themed and summarized, and provided to City Department leaders in a summary report by the end of August.
- Department leaders are expected to consider and incorporate, as much as possible, the input as they develop their 2022 budgets.

Tentative Workshop Dates

Invites for the workshops should be distributed as soon as possible after the Workshops Plan is reviewed by the Reconciliation, Inclusion and Engagement Task Force. Legislative Services staff will distribute email invites to members of City committees, while COVID Task Force leads would be responsible for distributing email invites to their members.

1. Thursday, June 24 – 5:30-6:30 pm (Committee members invited – choice of date)
2. Tuesday July 6 – 5:30-6:30 pm (Committee members invited – choice of date)
3. Week of June 21? – during business hours (COVID Task Force members invited)

## Committees and Task Forces to be Invited

### **City Committees:**

- Affordable Housing & Childcare Advisory Committee
- Arts Commission
- Community Heritage Commission
- Economic Development Advisory Committee
- Environment & Climate Advisory Committee
- Facilities, Infrastructure & Public Realm Advisory Committee
- Multiculturalism Advisory Committee

- Seniors Advisory Committee
- Sustainable Transportation Advisory Committee
- Youth Advisory Committee

**COVID Task Forces** (external members only as participants; staff members can attend in listening role if desired):

- At Risk & Vulnerable Populations
- Seniors and Persons with Disabilities
- Business and the Local Economy
- Childcare

## Workshop Objectives

1. Share information with participants about what we heard through last year's budget engagement.
2. Share information with participants about the 2021 budget (high level overview) and how engagement input was used.
3. Seek input from participants on what they think has changed – for them individually and in the community more broadly – since the previous survey results.
4. Seek input from participants on any new/emerging factors or realities for staff and Council to consider as they look to the 2022 City Budget.
5. Share information about the City's commitment to climate and equity as frameworks for all City services, programs and activities – and how the climate and equity frameworks connect to the budget.
6. Seek input about participants' top priorities for the City related to climate and equity, and how they would like to see climate and equity represented in the budget.

## Background Materials to be Distributed in Advance

All background materials should be distributed to attendees a minimum of five calendar days in advance. Legislative Services staff are available to support distribution.

- Budget 2021 Engagement Summary Report
- Budget 2021 Presentation Information from December 2020 Council presentations (Finance team to curate what materials are sent)

- Background on the City’s Climate and Equity frameworks, and how they relate to the budget (Need to identify who is pulling together this content)

Workshop Staff Roles

- Overall session facilitator – Public Engagement staff
- Breakout group facilitators – Public Engagement staff; other staff as needed (based on number of participants)
- Notetaker(s) – Finance and/or Leg Services staff
- Presenter from Finance for brief overview of Budget 2021
- Presenter re: background and framing on aligning budget with Climate and Equity frameworks – TBD
- *OPTIONAL:* Leadership from City departments in a listening role. *Caution:* It’s important to be conscious of overall number of staff in any given workshop – i.e. staff should not outnumber participants.

Workshop Agenda

Timing	Description	Lead	Materials
5:30-5:35 pm (5 mins)	Welcome & housekeeping; agenda review; participation guidelines	Session facilitator	- PPT slides
5:35-5:40 (5 mins)	Highlights of Budget 2021 engagement input; 2-3 slides max	Public Engagement staff	- PPT slides (reference b/g materials)
5:40-5:45 (5 mins)	Highlights of annual City budget 2021 – high level; 2-3 slides max	Finance staff	- PPT slides (reference b/g materials)
5:45-6:05 (20 mins)	Breakout discussions (~8 participants per group): <ul style="list-style-type: none"> <li>• What has changed since Budget 2021 survey? What has changed for you? For the community?</li> <li>• Are there any new / emerging factors or realities you want staff and Council to keep in mind as they start building the 2022 Budget?</li> </ul>	Breakout facilitators, notetakers, all	- PPT slide with questions - Facilitator guide - Notetaking template
6:05-6:10 (5 mins)	Background and framing on how budget connects with Climate and Equity frameworks; 2-3 slides max	TBD – Presenter on Climate & Equity	- PPT slides (reference b/g materials)
6:10-6:25 (15 mins)	Breakout discussions (~8 participants per group):	Breakout facilitators, notetakers, all	- PPT slide with questions



	<ul style="list-style-type: none"> <li>• What's important for you to see in the City's next budget to show that climate and equity are priorities?</li> <li>• What particular initiatives are most important to you in these two areas?</li> </ul>		<ul style="list-style-type: none"> <li>- Facilitator guide</li> <li>- Notetaking template</li> </ul>
6:25-6:30 pm (5 mins)	Wrap up and next steps; thank you; session evaluation poll	Finance staff	- PPT slide
<i>Total 60 mins</i>			