Appendix E: Internal Working Group and External Advisory Group Details

New Westminster Climate Change Adaptation and Resilience Plan

The Climate Change Adaptation and Resilience Plan was informed by an Internal Working Group (IWG) and an External Advisory Group (EAG) (Table 1). Together, these groups contributed local knowledge, technical expertise, diverse perspectives, and strategic guidance throughout the development of the Plan. Their input helped shape the climate-informed hazard, risk and vulnerability assessment (HRVA), identify and refine adaptation actions, and strengthen alignment with municipal, community and regional priorities (Table 2).

Key Contributions of the IWG and EAG

- Established a foundation for the Plan by identifying strengths, gaps, priorities, vision and guiding principles.
- Shaped the climate-informed HRVA and validated priority risks.
- Helped develop, refine, and prioritize adaptation actions.
- Contributed implementation considerations, partnership opportunities, and measures for monitoring progress.
- Ensured the Plan reflected diverse perspectives, local and technical knowledge, and community input.
- Ensured the Plan is aligned with City and regional priorities.

Table 1: Overview of Advisory Groups

Advisory Group	Overview	Membership
Internal Working Group	The Internal Working Group was comprised of staff from key municipal departments who helped guide development of the Plan. Drawing on their operational knowledge and departmental expertise, members ensured that key milestones and deliverables aligned with municipal priorities, policies and operational considerations.	Representatives from key City departments including: ▪ Community Services ▪ Emergency Management Office ▪ Energy and Climate Action ▪ Engineering and Public Works ▪ Finance and IT Services ▪ Library Services ▪ Parks and Recreation ▪ Planning and Development Additional support was provided by the Indigenous Relations team, part of the Office of the CAO.
External Advisory Group	The External Advisory Group brought together representatives from First Nations, local, regional and provincial governments, utilities and transportation providers, health and public sector organizations, housing and property sector associations, business groups, and environmental organizations. Members contributed local knowledge, technical expertise, and external perspectives to help ensure the Plan reflects a broad range of interests, experiences, and climate resilience priorities.	▪ Kwikwetlem (kʷikʷəƛəm) First Nation ▪ Musqueam (xʷməθkʷəy̓əm) Indian Band ▪ BC Hydro ▪ BC Non-Profit Housing Association ▪ City of Coquitlam ▪ City of Surrey ▪ Condominium Home Owners Association (CHOA) ▪ Downtown New Westminster Business Improvement Association ▪ Fortis BC ▪ Fraser Basin Council ▪ Fraser Health Authority ▪ LandlordBC ▪ Metro Vancouver ▪ Ministry of Energy and Climate Solutions ▪ School District 40 ▪ TransLink ▪ Vancouver Fraser Port Authority

The City engaged with Kwikwetlem (kʷikʷəƛəm) First Nation, Musqueam (xʷməθkʷəy̓əm) Indian Band, and Tsleil-Waututh (səlilwətaɬ) First Nation throughout plan development in varying capacities. Kwikwetlem (kʷikʷəƛəm) and Musqueam (xʷməθkʷəy̓əm) participated as members of the External Advisory Group. Tsleil-Waututh (səlilwətaɬ) representatives attended a Phase 2 advisory meeting to support the climate-informed HRVA. Kwikwetlem (kʷikʷəƛəm) and Musqueam (xʷməθkʷəy̓əm) expressed interest in the project and engaged in discussions with the project team regarding involvement and review of key deliverables.

Table 2: IWG and EAG roles in the Climate Change Adaptation and Resilience Plan planning process, by phase

	Internal Working Group	External Advisory Group
Phase 1 – Foundation	Meeting #1, May 2025 ▪ Identified climate resilience strengths, actions underway and gaps	Meeting #1, May 2025 ▪ Identified climate resilience strengths, actions underway in the region, and gaps

	▪ Shaped vision and guiding principles	▪ Provided feedback on draft vision and guiding principles
Phase 2 – Analysis	Meeting #2, July 2025 ▪ Reviewed climate-related hazard scenarios ▪ Identified hazard-related impacts and vulnerabilities Meeting #3, October 2025 ▪ Reviewed the consequence rubric ▪ Assessed potential consequences of impacts and priority risks ▪ Shaped the climate-informed HRVA	Meeting #2, August 2025 ▪ Reviewed climate-related hazard scenarios ▪ Reviewed and expanded on hazard-related impacts and vulnerabilities identified by IWG Meeting #3, November 2025 ▪ Reviewed the consequence rubric ▪ Reviewed IWG consequence ratings and priority risks, and refined/validated them ▪ Shaped the climate-informed HRVA
Phase 3 – Solution Development	Meeting #4, February 2026 ▪ Identified potential actions to address the priority risks, address gaps, and build resilience	Meeting #4, February 2026 ▪ Reviewed and expanded on IWG potential actions to address priority risks, address gaps, and build resilience ▪ Identified opportunities for partnerships and regional alignment ▪ Provided insights on measuring progress
Phase 4 – Drafting	Meeting #5, June 2026 ▪ Reviewed draft actions ▪ Identified opportunities to address gaps and incorporate round 2 public engagement findings into actions	Meeting #5, June 2026 ▪ Reviewed draft actions ▪ Identified implementation considerations, alignment with regional initiatives, and partnerships to support delivery
	▪ Identified opportunities to strengthen, combine and enhance actions ▪ Shaped plan actions and implementation considerations	▪ Shaped plan actions and implementation considerations
Phase 5 – Implementation	No meeting held. Teams met with Project Team to provide input on implementation framework details.	No meeting held