

# BURNABY COMMUNITY ASSEMBLY

## Advisory Committee Meeting Summary - Dec. 6th, 2023

### Meeting Attendees

Ana Maria Bustamante; Andréanne Doyon; Jeffrey Yu; Noreen Ma; Lee-Ann Garnett; Robin Prest; Phil Chalk; Naiying Xue.

### Advisory Terms of Reference

- **Advisory Committee Terms of Reference** were reviewed by members and are provided in full in the Appendix section.

### Norms Decided upon for Advisory Committee Meetings

The Advisory Committee identified a number of norms for its work together:

- **Open and Respectful Dialogue:** to create a space for engaging dialogues where individuals feel safe expressing their authentic opinions. Disagreements are normal but should be expressed respectfully.
- **Building Meaningful Connections:** to foster meaningful connections among members, supporting each other throughout our collective journey.
- **Open Communications and Active Listening:** to prioritize open communications, actively practice attentive listening while aware of our preconceived assumptions and personal biases, and foster an environment conducive to understanding and collaboration.
- **Confidentiality and Transparency:** honour confidentiality while ensuring transparency in any decisions that result from the Advisory Committee.

**Meeting Decision:** Outcomes and decisions from Advisory Committee meetings will be shared on the Assembly website. The names of Advisory Committee members will also be posted on the website.

### Issue Framing

- The Advisory Committee decided the Assembly should be provided with up-front information about the top five issues that emerged through scoping interviews with the City and community-based organizations: housing, density, livability, climate and transportation.
- A major focus should be on making linkages between issues from the perspective of how community members experience the city.

- Specific guidance on wording and framing includes discussing “housing accessibility” rather than “housing affordability” so that a wider range of needs can be addressed; focusing on transportation issues that are within city jurisdiction such as active transportation or how space on roads is shared between competing needs; and discussing new residents in the context of population growth.

## Prioritization of Selection Criteria for Civic Lottery

**Meeting Decision:** The A Committee prioritized the following selection criteria for the civic lottery:

- Age
- Gender identity
- Renter / homeowner
- Location of residence based on first 3 digits of postal codes.
- Indigenous identity
- Length of time in Canada<sup>1</sup>
- Language spoken most often at home
- Income<sup>2</sup>

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<sup>1</sup> Subsequent to the Advisory Committee meeting, this selection criteria was amended to select based on immigration status and period of immigration, as specific data on years in Canada was not available through Statistics Canada.

<sup>2</sup> Subsequent to the Advisory Committee meeting, this selection criteria was changed from income to level of education.

# APPENDIX: ADVISORY COMMITTEE TERMS OF REFERENCE

## City of Burnaby Community Assembly

### Purpose

The mandate of the Burnaby Community Assembly Advisory Committee is to provide advice and guidance for the design, planning, and implementation of the Burnaby Community Assembly on Livable and Resilient Neighbourhoods, a process run at arm's length by SFU's Morris J. Wosk Centre for Dialogue in partnership with the City of Burnaby to provide recommendations for Burnaby's Official Community Plan.

The Advisory Committee is critical to the success, legitimacy, and robustness of the Burnaby Residents' Assembly. Particular areas of guidance provided by the Assembly will include criteria for the Assembly's Civic Lottery, equity and accessibility considerations, the editorial direction of the Assembly's framing and purpose, the balance of content and learning materials so that diverse perspectives are welcomed and represented, and the wider promotion and socialization of the Assembly's learnings and recommendations.

The composition of our advisory committee is intentionally diverse, encompassing a broad spectrum of expertise including community-oriented knowledge, technical expertise, and institutional insights. While the Centre for Dialogue retains complete editorial autonomy over the assembly, it's important to note that Lee-Ann, serving as the city liaison, will not hold voting rights within the advisory committee. Instead, her role will primarily involve providing high-level executive support for the assembly. She will guide the Centre for Dialogue team, ensuring that the decisions align with the City's needs, as the City is the inheritor of the outcomes of the Assembly. Lee-Ann will also play a key role in inviting technical experts, such as city planners, to contribute their specialized knowledge to the proceedings.

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All Advisory Committee members are not appointed as representatives for any specific interest or organization, but instead are willing to cooperate respectfully with one another to support the purpose and objectives of the Assembly.

The Advisory committee shall be comprised of individuals who are committed to:

- **Transparency:** Earning trust and legitimacy by proactively disclosing motives for the Assembly and transparently communicating outcomes of the Assembly.
- **Diversity:** Supporting the inclusion of diverse peoples, perspectives, and way of knowing in the Assembly, through all of Assembly Member invitations and selection, deliberative processes, learning materials and presentations to the Assembly, and engagement with the broader public.
- **Curiosity:** Hosting respectful deliberations without pre-determined outcomes, where collaborative inquiry serve as an alternative to adversarial approaches.
- **Equity:** Supporting participants in achieving equal voice by removing barriers to participation, reducing power imbalances, and counteracting systems of harm.
- **Impartiality:** Holding an impartial space for others to express their ideas, while recognizing our responsibility to ground deliberations in evidence-based information and cultural safety.

A representative from the City of Burnaby will attend Assembly meetings to offer feedback and advice but will not vote on Committee decisions.

## Time Commitment & Remuneration

Advisory Committee Members will be asked to participate in and prepare for four group meetings at key points in the development of the Assembly. The expected time commitment per meeting is approximately 4 hours in total, including 2 hours of meeting time, and 2 hours of preparation (e.g. reviewing project materials).

Meetings will take place at the following approximate times:

- Meeting #1: December 6<sup>th</sup>, 2023
- Meeting #2: Mid-January 2024
- Meeting #3: Mid-May 2024
- Meeting #4: Early September 2024

In recognition of the value that Advisory Committee members bring to the Burnaby Residents' Assembly, participation as a member of the Advisory Committee will be compensated at a rate of \$400 per meeting so long as they are not receiving compensation to participate in meetings from their current employer.