



## **Mayor's Task Force for COVID-19 Response and Recovery (MTF)**

### **Terms of Reference**

### **May 2020**

#### **Purpose of the Mayor's Task Force:**

The Mayor's Task Force for COVID-19 Response and Recovery (MTF) will provide strategic recommendations to the Village of Pemberton Council and identify community-led initiatives to guide recovery and relief efforts related to the COVID-19 pandemic. The Committee will:

- Work in collaboration with public bodies, private institutions and community organizations to build local resilience;
- Work in collaboration with the business community and other community organizations to identify immediate economic recovery strategies for residents, businesses and community organizations; and
- Identify and support community driven ideas and solutions to assist in the recovery process.

The Task Force recommendations shall balance the community's economic and social (physical, mental and social well-being) needs while adhering to the Province's Medical Health Officer's Orders and BC's ReStart Plan.

Input received by the Task Force will be considered as part of the regular decision-making process of the Village of Pemberton Council. While the Task Force will provide ongoing advice and input to Council, it is not a decision-making body of government.

The Task Force will collectively undertake all background research, assessments, research, trends, as well as the development of presentation materials as directed by the Mayor's Task Force on COVID-19 Response and Recovery – these responsibilities are not the sole responsibility of the Village.

#### **Mayor's Task Force Membership:**

The MTF shall not exceed 11 members. Membership shall be established through invitations to non-profit organizations, and an application process for stakeholders and members of the community-at-large. Membership will be open to the following:

- (1) Village of Pemberton Mayor/Chair of MTF
- (1) Village of Pemberton Council Member
- (1) Representative from the Board of the Pemberton & District Chamber of Commerce
- (1) Representative from Tourism Pemberton
- (1) Financial Services Professional or Financial Planning Professional
- (1) Representative from Sea to Sky Community Services
- (3) Community members-at-large
- (1) WorkBC Representative
- (1) Mental Health Professional (as per EMBC Recovery Overview ie. Mental and social support)



**Mayor's Task Force Support Staff:**

- (1) Chief Administrative Officer
- (1) Sr. Communications & Grants Coordinator
- (1) Corporate & Legislative Services Staff Person

Changes to the participation on the Task Force will need to be approved by Village of Pemberton Council.

**Task Force Members Will Have:**

- Demonstrated expertise in the area being represented, while having a 'whole' picture and collaborative mindset;
- Previously demonstrated a strong interest in and commitment to remaining informed on community issues;
- No conflict of interest with Council or the Task Force and should advise the members when a potential conflict may exist on a specific issue and recuse themselves for the duration of the discussions to which they have declared a conflict of interest;
- The ability to allocate sufficient time during the day for participation in meetings with the Task Force on as needed basis;
- The ability to allocate sufficient time to review the agenda, minutes and applicable documentation in advance of each regularly scheduled meeting;
- The responsibility to communicate and provide updates to the groups being represented; and
- Residency within the Village of Pemberton, or representing a business, organization, service, or not for profit organization located within the Village of Pemberton.

**Confidentiality:**

Confidential information that members receive through their position on the Mayor's Task Force must not be divulged to anyone other than persons who are authorized by Council to receive the information. A member of the Mayor's Task Force must not use information that is gained due to his or her position or authority, which is not available to the general public, in order to further the participant's private interest.

Task Force members must not engage in any financial transactions, contracts, or private arrangements for personal profit, which accrue from or are based upon confidential or non-public information, which the member gains by reason of his/her position as a participant on the Mayor's Task Force.

**Applicable Village of Pemberton Policies:**

Mayor's Task Members Will be subject to the Following Village of Pemberton Policies:

- Code of Conduct
- Social Media Policy
- Bullying and Harassment Policy

Task Force Members must sign a Confidentiality and FOIPPA Agreement.



**Reporting and Communications:**

The Task Force will provide regular updates to Council and the public to ensure a high level of community support and engagement with both the Task Force process as well as key products (reports/plans etc.) delivered by the Task Force.

Agendas and minutes of the MTF will be made available on the Village of Pemberton website. The Village of Pemberton Mayor, the MTF spokesperson, may also share updates from the MTF via the Village's website, social media channels, electronic newsletter, Council Meetings and any other public means.

**Term:**

Six (6) months. A reassessment of the MTF would occur no later than December 2020 and continuation of the Task Force would be determine at that time. Should it be determined that the Task Force is no longer needed, the Mayor will make a recommendation to Council to dissolve the Task Force.

**Meetings:**

The Task force shall meet on a monthly basis, or as needed. Meetings shall be called by the Mayor with a minimum of 72 hours' notice to address urgent matters.

The Corporate & Legislative Services Staff Person shall send out meeting invites to all MTF members. The call for agenda items will be sent out with the meeting invite along with a deadline for quorum to be obtained. Quorum is considered to be half of the Task Force members plus one.

If quorum is not obtained by the deadline indicated, the meeting shall be cancelled. In the event that quorum is obtained by the deadline but the MTF does not have quorum the day of the meeting within fifteen (15) minutes after the hour appointed, the meeting shall be cancelled.

The MTF meeting will be held virtually during the Provincial Declaration State of Emergency. Should the Task Force need to meet in person, an appropriate location will be selected based on the ability to physical distance.

Meetings requiring discussion of matters confidential in nature will be held in a closed session pursuant to Section 90 of the *Community Charter*.