

**VILLAGE OF PEMBERTON
-MAYORS TASK FORCE ON COVID-19 RESPONSE AND RECOVERY
MEETING AGENDA-**

Agenda for the **Mayors Task Force on COVID-19 Response and Recovery a Select Committee of Council** of the Village of Pemberton to be held July 6 at 10:00 a.m. via ZOOM Webinar. This is Meeting No. 002.

“This meeting is being recorded as authorized by the Village of Pemberton Video Recording & Broadcasting of Electronically Held Council, Committee, and Board Meetings”

*** All Members and Staff will be attending the meeting electronically. Instructions for public participation at the meeting can be found [here](#).**

Item of Business	Page No.
1. CALL TO ORDER	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
2. APPROVAL OF AGENDA	
Recommendation: THAT the Agenda be approved as presented.	
3. ADOPTION OF MINUTES	
a) Mayor's Task Force Meeting No. 001, Thursday, June 18, 2020	
Recommendation: THAT the minutes of the Mayor's Task Force Meeting No. 001, Thursday, June 18, 2020, be adopted as circulated.	2
4. MAYOR'S TASK FORCE PRESENTATION (PowerPoint presented at meeting)	
a) Group Charter	
b) Establishing our Problem-Solving Process	
c) Opportunities Review	
d) Refine Community Question	
e) Next Steps	
f) North Star in Place in Vision	
g) Document and Resource Sharing	
5. NEXT MEETING & DISCUSSION	
6. ADJOURNMENT	

**VILLAGE OF PEMBERTON
MAYOR'S TASK FORCE ON COVID-19 RESPONSE AND RELIEF COMMITTEE MEETING
MINUTES**

Minutes of the Mayor's Task Force on COVID-19 Response and Relief Committee of Council of the Village of Pemberton held on Thursday, June 18, 2020 at 7:00 p.m. via ZOOM. This is Meeting No. 1.

MEMBERS IN ATTENDANCE*: Mayor Mike Richman (Chair)
Mark Mendonca
Meredith Kemp
Natalie Szewczyk
Jaye Russell
Stuart McConnachie
Erin Johnson
Rodney Payne
Ryan Zant
Jacquie Lloyd Smith
Judith Walston

STAFF IN ATTENDANCE*: Nikki Gilmore, Chief Administrative Officer
Jill Brooksbank, Senior Community Partnership and
Communications Coordinator
Elysia Harvey, Legislative Assistant

GENERAL PUBLIC: 0

****ALL MEMBERS AND STAFF ATTENDED ELECTRONICALLY***

A RECORDING OF THE MEETING WAS MADE AVAILABLE TO THE PUBLIC

1. CALL TO ORDER

At 7:00 p.m. the meeting was called to order.

In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.

2. APPROVAL OF AGENDA

Moved/Seconded

THAT the agenda be approved as presented.

CARRIED

3. DISCUSSION/ROUNDTABLE

a. TERMS OF REFERENCE REVIEW

b. STRATEGIC & ACTION PLANNING FRAMEWORK

Committee members participated in a question and answer poll to identify needs that should be addressed by the Village for COVID-19 response and recovery. Jill Brooksbank, Village of Pemberton Senior Community Partnership and Communications Coordinator sought the Committee's feedback on the live poll, presenting a similar question to the public for input, and identifying priorities to bring forward to the next meeting.

A roundtable discussion took place on the following:

- appropriate context for framing questions to be put forward to the public;
- problem identification and strategic progression;
- information sharing with senior members of the community;
- clarity on framework of Committee;
- communicating discussion topics with sectors represented by committee members & seeking input from these groups;
- scope of Committee and desired outcomes;
- anticipated timeline of actions (short term & long term);
- importance of identifying community initiatives which are already underway or will be upcoming;
- seeking background information from sector representatives such as community demographics, economic impacts of farming & tourism, childcare needs, etc. & circulating a fact sheet for Committee members to provide this information;
- Problem identification based on fact sheet results & situation analysis.

Moved/Seconded

THAT the matter of establishing a problem-solving framework be referred to Staff for review in collaboration with Committee members and a draft framework be brought forward to the next Committee meeting.

AND THAT Staff compile current information from all organizations participating on the Mayor's Task Force to help the Committee understand the current situation in our area to inform a situation analysis.

AND THAT a Doodle poll be distributed to determine preferred scheduling of the next Committee meeting date.

CARRIED

4. ADJOURNMENT

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

At 9:12 p.m. the meeting was adjourned.

Mike Richman
Chair