

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

**Minutes of the Mayor's Task Force on COVID-19 Response and Recovery** Committee of Council of the Village of Pemberton held on Monday, July 6, 2020 at 10:00 a.m. via ZOOM. This is Meeting No. 002.

---

**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 Walton

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

**GENERAL PUBLIC:** 0

**MEDIA:** 1

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

***A RECORDING OF THE MEETING WAS MADE AVAILABLE TO THE PUBLIC***

---

**1. CALL TO ORDER**

At 10:05 a.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. ADOPTION OF MINUTES**

**a. Mayor's Task Force Meeting No. 001, Thursday, June 18, 2020**

Moved/Seconded

**THAT** the minutes of the Mayor's Task Force Meeting No. 001, Thursday, June 18, 2020, be adopted as circulated.

**CARRIED**

#### **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**

Committee members participated in a roundtable discussion on the following:

- Support for the Group Charter, as presented;
- Processes involved in problem solving;
- Establishing an over-arching vision (North Star) for the Task Force;
- Alignment with the Village's Official Community Plan (OCP);
- Outreach to community members;
- Scope of Task Force mandates;
- Establishing a subcommittee system to engage with community members, identify opportunities & challenges, and to bring these back to the Task Force;
- Utilizing the problem-solving wheel;
- Diagnostic tools;
- Focusing on external issues;
- Formation of Community Question:
  - Introduction of the question as it relates to impacts of COVID-19 on the community while presenting it in a positive & compassionate context.
  - Formation of an open-ended question using "how might we" phrases;
- Various platforms for public survey on the community question;

The Committee also discussed scheduling the next meeting date and put forward the following recommendations to Council:

Moved/Seconded

**THAT** Staff present to Council the overall process of the Mayor's Task Force as laid out and seek approval to carry on in this direction.

**CARRIED**

Moved/Seconded

**THAT** Staff finalize the development of the community question and bring back to Council on July 14<sup>th</sup>

**CARRIED**

**6. ADJOURNMENT**

Moved/Seconded

**THAT** the meeting be adjourned.

**CARRIED**

At 11:59 a.m. the meeting was adjourned.

---

Mike Richman  
Chair