



Economic Resiliency Task Force Meeting to be held on Thursday, April 9, 2020 at 3:00 p.m. via video conferencing.

A G E N D A

1. CALL TO ORDER

2. LATE ITEMS

3. APPROVAL OF AGENDA

THAT the agenda for the April 9, 2020 Economic Resiliency Task Force Meeting be approved.

4. ADOPTION OF MINUTES

THAT the Minutes of the Economic Resiliency Task Force Meeting held on April 2, 2020 be adopted as circulated. (Page 1)

5. NEW BUSINESS

- (1) Update on Action Items (Page 4)
Task Force members set to provide a brief update on all Action Items.

6. ROUND TABLE

7. ADJOURNMENT



MINUTES of the Economic Resiliency Task Force Meeting held on Thursday, April 2, 2020 at 3:00 p.m. via video conferencing.

PRESENT:

Voting Members: Councillor Nicole MacDonald (Chair)
Mayor Bill Dingwall
Councillor Bob Meachen
Mark Roberts, CAO, City of Pitt Meadows

Guests: Kate Barchard, Manager, Administrative Services
Jeff Lemire, Marketing Coordinator

Regrets: None

Secretary: Tatiana McCaw

1. CALL TO ORDER

The meeting was called to order at 3:01 p.m.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

It was MOVED and SECONDED THAT the agenda for the April 2, 2020 Meeting be approved.

CARRIED.

4. ADOPTION OF MINUTES

It was MOVED and SECONDED THAT the Minutes of the Economic Resiliency Task Force Meeting held on March 30, 2020 be approved as circulated.

CARRIED.

5. NEW BUSINESS

(1) Update on Action Items

T. McCaw provided updates on all current Action Items, including:

- Jeff Lemire was invited to attend today's meeting;
- TOR for Task Force was finalized and posted to the Task Force's new web page at <https://www.pittmeadows.ca/city-hall/committees/economic-resiliency-task-force>;
- T. McCaw reached out to both AAC and the Chamber to request representation on the Task Force; awaiting answers;
- Recruitment for additional Task Force members will begin after today's meeting and the TF's approval of campaign language

It was MOVED and SECONDED THAT the Task Force receive for information T. McCaw's verbal update on current action items.

CARRIED.

(2) List of Open Restaurants in Pitt Meadows

Mark Roberts, CAO, provided a verbal update on the open restaurants project, noting that City staff compiled a comparison of open businesses in Pitt Meadows versus the list provided on the Chamber of Commerce website.

The Task Force discussed their desire to provide resources on the City's website to support businesses, instead of directing citizens to other business sites.

ACTION: J. Lemire to create a flipping book on the City's website for residents and local businesses to access and use as a resource.

It was MOVED and SECONDED that the Task Force affirm their desire to create City-led and City-owned resources and webpage content, managed by Staff, to support businesses and individuals, and to encourage the community during the COVID-19 pandemic.

CARRIED.

(3) Recruitment & Advertising

The Task Force discussed the advertising of the open positions on the Task Force.

ACTION ITEMS:

- J. Lemire to connect with Communications regarding a press release.
- J. Lemire to connect with Communications to arrange for the advertisement to be posted on the digital board outside of City Hall.
- T. McCaw to connect with Chamber of Commerce requesting they post a link to the application page to assist in recruitment for the Task Force.
- J. Lemire to post approved advertisement for ERTF recruitment campaign on all social media outlets.

It was MOVED and SECONDED THAT the Task Force approve the graphic for the recruitment campaign for the Economic Resiliency Task Force, as circulated.

CARRIED.

6. ROUND TABLE

The Task Force engaged in a round table. Additional comments included:

- Task Force agendas and minutes will be available to the public through the Task Force web page;
- Proofreading plan for future Task Force publications;
- Task Force's primary mandate is advocacy.

ACTION: Development of a resource directory for residents and local businesses.

7. ADJOURNMENT

It was MOVED and SECONDED THAT the meeting be adjourned at 3:55 p.m.

CARRIED.

The next meeting for the Economic Resiliency Task Force is set for April 9th at 3:00 p.m. via video conferencing.

Economic Resiliency Task Force – Action Items

<u>MEETING DATE:</u>	<u>ACTION ITEM:</u>	<u>STATUS:</u>	<u>ASSIGNED TO:</u>	
April 2 nd	As recommended by Mayor Dingwall, Councillor MacDonald and Councillor Meachen will work together with J. Lemire to gather information showcasing resources found available online which could be added to the Task Force webpage.	Resource category started on ERTF webpage, with links to provincial and federal resources- Jeff Lemire April 6.	Councillor MacDonald, Councillor Meachen & Jeff Lemire.	
	JL to connect w/ Communications re: a press release in MR News	Completed, Carolyn sent to MR News on April 6 and it is posted on website.	J. Lemire	
	JL to connect with Comm. Coordinator re: posting social media ad for ERTF on digital board outside of City Hall	Completed. Posted as of April 3 rd .	J. Lemire	
	TMc to connect with Chamber of Commerce re: adding a link to our TF recruitment on their website.	Flori & Tatiana connected. The CoC has added the link to the application page on their website as of April 3 rd .	T. McCaw	
	J. Lemire to create a flipping book on ERTF page for residents and local businesses to access and use as a resource.	Completed, posted to website and social media on April 6.	J. Lemire	
	J. Lemire to post approved advertisement on social media outlets.	Completed. Posted as of April 3 rd . Adv. was boosted on Facebook for more viewing.	J. Lemire	
March 30, 2020	Request J. Lemire attend the next meeting – April 2 nd 2020 – 3pm	J. Lemire has confirmed attendance for the next meeting.	T. McCaw	
	Formalize TOR for M. Roberts to review.	Complete - Emailed M. Roberts March 30, 2020	T. McCaw	
	Reach out to AAC re: appointment of member for new ERTF	Complete – Emailed AAC March 31, 2020	T. McCaw	

Economic Resiliency Task Force – Action Items

Begin recruitment campaign for ERTF	Emailed Comm March 31, 2020, waiting to hear an update.	T. McCaw
Reach out to Chamber of Commerce – Flori – re: appointment of a member from Board of Directors to sit on ERTF.	Emailed Flori April 2 nd and waiting to hear back. Will follow-up April 3 rd .	T. McCaw
Connect with Dev. Services to compile a list of all restaurants from city database and compare to Chamber of Commerce.	Completed and compared w/ Chamber of Commerce list.	T. McCaw
Create page on website to reflect new Task Force	Began working on this March 31, 2020, will complete once TOR has been finalized.	T. McCaw
Schedule Zoom meeting for April 2 nd 2020 @ 3pm.	Complete	T. McCaw