


# TERMS OF REFERENCE

The Economic Resiliency Task Force was concluded on September 17, 2020

|                        |   |                |               |
|------------------------|---|----------------|---------------|
| Name:                  | Economic Resiliency Task Force  |                |               |
| Type of Advisory Body: | Task Force  |                |               |
| Effective Date:        | March 25, 2020  | Revision Date: | June 30, 2020 |
| TOR Approved by:       | Mark Roberts, Chief Administrative Officer  |                |               |
| Authorizing Signature: |  |                |               |

## Background

1. On March 24, 2020, Pitt Meadows Council established the Economic Resiliency Task Force (the "Task Force") to assist local businesses in the midst of the COVID-19 pandemic.

## Mandate

2. The mandate of the Task Force is to:
  - (a) Advocate with senior levels of government for remedies to ease the economic burdens created by the COVID-19 pandemic;
  - (b) Disseminate information and educate the Pitt Meadows community on resources and programs available to support business and community resiliency;
  - (c) Work in collaboration with stakeholders to identify new initiatives to achieve economic recovery for businesses, workers and the community, within the City's or Task Force's purview or capability.

## Enabling Legislation/Authority

3. The Task Force is an advisory body to Council, given authority through the City Committees Policy C102.

## Reporting Relationship

4. The Task Force will report to City Council through the Chief Administrative Officer.

## Membership

5. The Task Force will be comprised of the following members:
  - (a) up to thirteen (13) voting members, including:
    - (i) up to three (3) members from Pitt Meadows City Council, appointed by the Mayor;
    - (ii) the Chief Administrator Officer (“CAO”) for the City of Pitt Meadows;
    - (iii) up to seven (7) members from the Pitt Meadows community, appointed by the CAO, representing a variety of sectors (e.g. business, financial, retail, industrial, tourism, small/ medium/large/home businesses, employees, residents at large, etc.);
    - (iv) one (1) representative from the Ridge Meadows Chamber of Commerce Board of Directors, endorsed by the CAO; and
    - (v) one (1) member from the Pitt Meadows Agricultural Advisory Committee, endorsed by the CAO;
  - (b) non-voting members, including:
    - (i) an employee of the City, appointed by the CAO, who will be the Staff Liaison for the Task Force and will be in attendance at all meetings to provide technical and operational advice, and staff assistance;
    - (ii) an employee of the City, appointed by the Corporate Officer, who will be the Committee Clerk for the Task Force and who will be responsible for agenda preparation, minute taking and meeting preparations;
    - (iii) other staff as deemed appropriate by the CAO to support the initiatives of the Task Force.

## Term

6. The Task Force will remain active for the duration of the COVID-19 pandemic, or until such time as Council resolves to conclude it, at the recommendation of the CAO.
7. Members are appointed to the Task Force for its duration, until the Task Force is concluded by Council.
8. The CAO may add, remove or replace any member of the Task Force at any given time, and as required, with the exception of members of Council, whose appointments are at the sole discretion of the Mayor.

9. A member who is absent, except for reasons of extended illness, from three consecutive meetings of the Economic Resiliency Task Force is deemed to have resigned effective as of the end of the third such meeting.

## Remuneration

10. Task Force members serve without financial remuneration.

## Budget

11. There is no budget assigned to the Economic Resiliency Task Force. Any funds required for Task Force initiatives will be approved by Council and managed by City Staff, unless the CAO can accommodate under the existing City budget.

## Governance Principles

12. **Legislation.** The Task Force will operate in accordance with the City of Pitt Meadows Council Procedure Bylaw (Bylaw No 2834, 2019), the City Committees Policy (C102), the Respectful Workplace Policy (C101), and any other applicable enactments, bylaws or policies, as amended or replaced from time to time.
13. **Procedural Rules.** All Task Force meetings will be conducted in a respectful, orderly and business-like manner, following the procedural rules for conduct, debate, and voting as outlined in Council's Procedure Bylaw (Bylaw No 2834, 2019).
14. **Conflict of Interest.** Any member who believes that he/she has a conflict of interest in a matter on the task force agenda will declare so to the Chair of the meeting and to the Committee Clerk either before the meeting commences or before the item on the agenda is spoken to which presents the conflict for the member. The member shall then leave the room for the duration of time taken to consider that item. Task Force members are subject to Sections 100-108 of the Community Charter.

## Responsibilities

15. The voting members of the Task Force will:
  - (a) attend and actively participate in Task Force meetings as scheduled;
  - (b) be prepared for meetings by reading agenda materials in advance;
  - (c) engage in collaborative, respectful discussions related to topics on the agenda, including sharing thoughts, opinions, and recommendations;

- (d) help with various tasks and projects as identified and assigned by the Task Force;
  - (e) participate on subcommittees as deemed appropriate;
  - (f) maintain an open mind and allow for a variety of opinions to be heard; and
  - (g) notify the Committee Clerk if unable to attend a meeting.
16. The Staff Liaison will:
- (a) work with the Committee Clerk to confirm agenda items for each Task Force agenda;
  - (b) delegate administrative tasks to City staff to support Task Force initiatives, as needed and as appropriate;
  - (c) be the liaison between the Task Force and City staff, and provide updates to the Task Force on delegated projects.
17. The Committee Clerk has the following responsibilities:
- (a) Coordinate and produce all Task Force agendas and minutes;
  - (b) Schedule all Task Force meetings;
  - (c) Manage general correspondence with Task Force members;
  - (d) Track action items from all Task Force meetings;
  - (e) Maintain the official files of the Task Force including minutes, agendas, policies, terms of reference, correspondence and other file information, in accordance with the City's records management practices.

## Meeting Procedures

18. **Meeting Schedule.** The Task Force will meet on an 'as needed' basis.
19. **Open Meetings.** Task Force meetings will be open to the public unless the subject matter being considered warrants a closed meeting, as per sections 90(1) and (2) of the Community Charter and is approved by the Corporate Officer.
20. **Chair/Vice Chair.** The Mayor will be the Chair of the Task Force. The Vice Chair role will rotate every two months between the two City Councillors who sit on the Task Force.
21. **Quorum.** A majority of the existing voting members will constitute a quorum. Meetings may be held without quorum; however, a quorum will be required for voting purposes.
22. **Agendas.** An agenda will be prepared by the Committee Clerk for each meeting, with input from the Staff Liaison, and provided to the Task Force members a minimum of 72

# TERMS OF REFERENCE

hours prior to each meeting, unless the Task Force meeting schedule does not allow for such turn around.

23. **Minutes.** The Committee Clerk will record each meeting, produce draft minutes for review within 1 week of the meeting, and include draft minutes on the next agenda for approval by the Task Force.
24. **Deliberations.** Decisions will be made by a majority vote using motion and voting procedures as outlined in the Council Procedure Bylaw 2834, 2019.
25. **TOR Amendments.** The CAO has sole discretion to update or modify the Task Force's TOR as required. The Task Force may, by resolution, recommend to the CAO an amendment to these terms of reference.