

Disclaimer: These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.



MINUTES of the Community Service Awards Task Force Meeting held on Friday, October 15, 2021 at 3:00 p.m. held via video conference.

PRESENT:

Voting Members: L. Bennewith
 G. Conn
 C. Kubb
 D. Spraggs

Staff: C. McDowell, Manager of Recreation & Culture
 (Chair)
 K. Barchard, Corporate Officer
 J. Foss, Special Events & Volunteer Coordinator

Regrets: A. Williams

Recording Clerk: T. McCaw, Committee Clerk II

1. CALL TO ORDER

The meeting was called to order at 3:04 p.m.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

It was MOVED and SECONDED THAT the Agenda for the October 15, 2021 Community Service Awards Task Force (CSA TF) Meeting be approved.

CARRIED.

4. ADOPTION OF MINUTES

This is the inaugural meeting for the members of the 2021 Community Service Awards Task Force.

5. NEW BUSINESS

(1) Roundtable of Introductions

Staff and Committee members participated in a roundtable of introductions.

(2) Overview of the Terms of Reference & the Roles and Responsibilities of CSA TF Committee Member

K. Barchard, Corporate Officer, provided a brief summary of the duties and responsibilities of a City committee member, including a PowerPoint presentation which forms part of the original minutes as Attachment 1. Some of the highlights included:

- Review of expectations for members such as preparing for meetings, participating in voting and engaging with fellow members in an honest and respectful manner; and
- It was recommended that everyone reads and reviews the Committee Training manual and Training Videos which can be found at: <https://www.pittmeadows.ca/city-hall/committees/committee-orientation-and-training-resources>.

(3) Election of Vice Chair

Task Force members elected the 2021 Vice Chair who will act as the Chair in the absence of the Staff Liaison.

It was MOVED and SECONDED THAT the Community Service Awards Task Force:

Elect Jodi Foss, Special Events and Volunteer Coordinator, to act as the Vice Chair of the Task Force in the absence of the Staff Liaison and Chair, Carleen McDowell.

CARRIED.

(4) Meeting Schedule

C. McDowell, Manager of Recreation and Culture, verbally presented the proposed 2021 meeting schedule for the Community Service Awards Task Force.

(5) 2021 Community Service Awards Ceremony

J. Foss, Special Events and Volunteer Coordinator, provided an overview of the 2021 Community Service Awards event which is set to take place on December 3, 2021. Some of the highlights included:

- One member from the Task Force to be on stage with Mayor and Council to represent the Task Force during the award presentations;
- Award recipients will be identified in a newspaper advertisement, receive a congratulatory letter, plaque, and photo opportunity with Mayor and Council; and
- The Christmas in Pitt Meadows event will be held in accordance with the Provincial Health Order.

It was MOVED and SECONDED THAT the Community Service Awards Task Force:

Nominate Danielle Spraggs as the representative of the Task Force who will provide a delegation to Council on November 2, 2021 outlining all of the award recipients in addition to assisting Mayor and Council in presenting the awards to the recipients at the Christmas in Pitt Meadows event held on December 3, 2021.

CARRIED.

(6) Presentation to Council

C. McDowell, Manager of Recreation and Culture, provided details around the CSA TF Council delegation, some of the highlights including.

- A Task Force representative will present to Council the names of the award recipients during the November 2nd Closed meeting.

(7) Notice of Closed Meeting

It was MOVED and SECONDED THAT:

The Community Service Awards Task Force meeting scheduled for October 21, 2021 be closed to the public as the subject matter being considered relates to personal information about an identifiable person who is being considered for a municipal award, as per section 90.1 (b) of the Community Charter.

CARRIED.

6. ROUND TABLE

The Task Force participated in a round table discussion. No motions or recommendations were made.

7. ADJOURNMENT

The meeting was adjourned at 3:46 p.m.

The next meeting for the Community Service Awards Task Force is set for October 21, 2021 at 3:00 p.m.

Certified as Correct:



Tatiana McCaw, Committee Clerk II