



MINUTES of the Community Check-In Task Force Meeting held on Thursday, May 14, 2020 at 11:00 a.m. via video conferencing.

**PRESENT via Video Conference**

Voting Members: Councillor Hayes  
Councillor O'Connell (Chair)  
Councillor Simpson

Staff: K. Barchard, Manager of Administrative Services  
A. Buckle, Program Services Coordinator  
J. Lemire, Marketing Coordinator  
J. Senchyna, Program Services Coordinator

Secretary: T. Hupka, Legislative Clerk II

**1. CALL TO ORDER**

The meeting was called to order at 11:04 a.m.

**2. LATE ITEMS**

None.

**3. APPROVAL OF AGENDA**

IT was **MOVED** and **SECONDED** THAT the agenda for the May 14, 2020 Community Check-in Task Force Meeting be approved.

**CARRIED.**

**4. ADOPTION OF MINUTES**

IT was **MOVED** and **SECONDED** THAT the Minutes of the Community Check-In Task Force Meeting held on May 6, 2020 be adopted.

**CARRIED.**

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## 5. NEW BUSINESS

### (1) Updates on CCI Task Force from the May 6, 2020 Meeting

The members of the Task Force provided a brief update on the action items identified in previous meetings which is included as Attachment 1 and forms part of the original minutes. The Task Force reviewed current communication needs and J. Lemire's role on the Task Force.

### (2) CCI Task Force: Now, As Community Re-Starts Towards the Future

Councillor O'Connell led a discussion about changes to committee focus after partnering with Community Services and their volunteers. Highlights included:

- CAO, M. Roberts, issue a letter to formalize Support Services representatives to ensure the task force is cohesive and focused;
- How conversations with other services being offered helped identify gaps and how the focus has changed due to evolving partnerships with Community Services;
- Social media strategy having a weekly theme for the City's website and the importance of the postcard providing a phone number for seniors that are not able to access social media;
- Terms of Reference and a different approach to external stakeholder representatives and volunteers in order to better leverage their expertise and have focused information sharing and collaborative communication.

It was **MOVED** and **SECONDED** THAT the Task Force recommend to the Chief Administrative Officer, that the Terms of Reference for the Community Check-In Task Force be amended as follows:

- A. Limit voting membership to the three representatives from Council; AND
- B. Move 'members from external agencies' and 'Pitt Meadows residents' to non-voting member category, with these members being invited by the Task Force to join meetings on an 'as needed' basis.

**CARRIED.**

### (3) CCI TF Enquiries Received

J. Senchyna, provided a verbal update on a request received to find resources in Pitt Meadows who speak Punjabi and Arabic to help support

families in their own languages.

Task Force members brainstormed and in addition to the school and reaching out to HR to identify staff who might speak these languages, suggestions were made including Councillor Yousef on the Maple Ridge Council and the Library to see if they had any resources that might assist.

(4) **Update on Action Items**

J. Lemire provided a verbal update on the recent social media post of the postcard. It was shared 23 times, viewed 2400 times, and 68 people were further engaged.

J. Senchyna advised that 7,300 postcards were mailed on Friday and 150 additional copies will be given to bylaw officers so that they can help distribute them within the community. Additionally, the reader board was updated with information on how to connect residents to resources.

(5) **Resource Guide**

A. Buckle, provided a verbal update on the Resource Guide with the following highlights being captured:

- Added correct links;
- Pdf updates with materials from May;
- Still awaiting feedback from 4-5 of local spiritual supports and do not want to proceed and have them miss opportunity.

## **6. ROUND TABLE**

The Task Force participated in a roundtable discussion with the following points being raised:

- CCI general inbox is now in place; Anena will be monitoring the inbox; needs to be added to webpage and Resource Guide. [CCITF@pittmeadows.ca](mailto:CCITF@pittmeadows.ca)

\*J. Lemire left the meeting at 12:00pm

**ACTION:** update CCI webpage to include graphic that's on the postcard  
(*PostScript: this has already been completed*)

**ACTION:** Item for next meeting - Categorizing Resources

## 7. SUMMARY OF NEW ACTION ITEMS

- J. Senchyna to send letter to CAO confirming external agencies that CCI would like to invite to select Task Force meetings; M. Roberts to send out letter requesting assignment of 'Agency Liaison'.
- Update CCI webpage to reflect postcard information (*PostScript: this has been completed*).
- Updated foodbank information to be added to CCI web page; social media post to point to this information, with PM specific number and days of operation; include picture of Grace Church and how to access location. Stressed importance of keeping it very welcoming and inclusive. (Councillor Simpson to provide J. Lemire with 'camera ready' instructions for accessing Food Bank and photo).
- Staff to link Vicki Kipps You Tube clip to CCI website
- New standing agenda item - Community Agency Presentations to Council
- J. Senchyna to reach out to foodbank to plan next presentation to Council
- Councillor Simpson to follow up with A. Buckle re; spiritual contacts within Pitt Meadows.
- Update CCI Task Force webpage to include graphic that's on the postcard (*PostScript: this has already been completed*)
- Add the new task force email address [CCTIF@pittmeadows.ca](mailto:CCTIF@pittmeadows.ca) to the webpage and Resource Guide.
- Add Item for next meeting - Categorizing Resources

## 8. ADJOURNMENT

It was **MOVED** and **SECONDED** THAT the meeting be adjourned at 12:16 p.m.

**CARRIED.**

The next meeting for the Community Check-In Task Force is set for <b>Wednesday, May 20<sup>th</sup>, 2020 at 11:00 a.m.</b> via video conferencing.
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