

TERMS OF REFERENCE

COMMUNITY RECOVERY TASK FORCE

Background

On November 27, 2020 the Prince George Chamber of Commerce (PGCC) Board of Directors passed a motion to direct the CEO to develop a Community Recovery Task Force (the 'Task Force') to assist local businesses through the COVID-19 pandemic and, specifically, the challenging process of community recovery.

Mandate

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 Prince George community on resources and programs available to support business and community resiliency;
- c) Work in consultation and collaboration with stakeholders to identify new initiatives to achieve economic recovery for businesses, workers and service providers
- d) Develop strategies to align the needs of business with senior levels of government and policy makers

Enabling Authority

The Task Force is an advisory body to the Board of Directors for the PGCC and the pre-existing Advocacy Committee

Reporting Relationship

The Task Force will be, preferably, comprised of the following members:

- a) Up to 12 voting members, including
 - i) two members from the PGCC Board and Staff as appointed by the Board Chair – these persons will be considered Chair and Vice Chair of the Task Force for its duration;
 - ii) the senior elected (Board President/Chair) official or staff member (CEO/Executive Director) from Downtown Prince George;
 - iii) the senior elected official (Board President/Chair) or staff member (CEO/Executive Director) from the Gateway Business Association;
 - iv) the senior elected official (Mayor) or staff member (CAO) from the City of Prince George;
 - v) the senior staff member from the City of Prince George Economic Development Division;
 - vi) the senior elected member (Dayi/Chief) or staff member from the Lheidli T'enneh;
 - vii) the senior elected member (Board President/Chair or staff member (CEO/Executive Director) from Tourism Prince George;
 - viii) four representatives from member businesses of the Prince George Chamber of Commerce, representing different verticals and sectors.

- b) non-voting members, including
 - i) an employee of the PGCC appointed by the CEO to the position of Task Force Clerk and who will prepare and distribute agendas and meeting minutes;
 - ii) an employee of the PGCC appointed by the CEO to the position of staff liaison who will assist with operational tasks as assigned;
 - iii) the Chair of the Advocacy Committee for the PGCC to provide guidance on policy discussions currently occurring on forthcoming;
 - iv) elected representatives from both Provincial ridings in the City of Prince George;
 - v) elected representatives from both Federal ridings in the City of Prince George.

Term

- a) The Task Force will remain active for the duration of the COVID-19 pandemic, or until such time as the Board of Directors for the PGCC resolved to conclude it;
- b) Members are appointed to the Task Force for its duration, providing continuity, until such time as the PGCC Board of Directors concludes it;
- c) The Chair may add, remove or replace any member of the Task Force at any given time, and as required, with the exception of members of the PGCC Board of Directors as long as they dutifully elected to serve;
- d) Any member who is absent, except for reasons of extended illness or family matters, from consecutive meetings of the Task Force is deemed to have resigned effective the conclusion of the third such meeting.

Budget

There is no budget assigned to the Task Force.

Governance Principles

- a) The Task Force meetings will be conducted in a fair, respectful and business-like manner, following general committee rules and guidelines within ‘Roberts Rules of Order’;
- b) Motions will be noted accordingly and will require movers and seconders in all instances;
- c) Recommendations will be voted on in accordance with good governance principles;
- d) The Task Force Clerk will retain all meeting minutes and documents for future use and reference.

Meeting Procedures

- a) The Task Force will meet on an ‘as needed basis’;
- b) Task Force meetings will be open to the public and media, unless the Chair deems an item must be moved ‘in-camera’, at which point all non-voting members will be excused;
- c) Task Force meetings will take place on a virtual platform to provide the greatest access and opportunity for participation;
- d) The Task Force Chair and Vice Chair will be determined by the Board President of the PGCC;
- e) A majority of voting members will constitute quorum. Meetings may be held without quorum, however, a quorum will be required for voting purposes;
- f) An agenda will be prepared by the Task Force Clerk with the input of the Chair and Vice-Chair. Voting members are welcome to submit items for consideration no later than 3 business days before the meeting;
- g) Agendas will be circulated 2 business days before a meeting, unless the schedule does not permit;
- h) The Chair has the sole discretion to amend or modify the ‘Terms of Reference’ as required. The Task Force voting members may, by resolution, recommend to the Chair amendment to these terms of reference