

## **Community Recovery Task Force**

### **Staff Recommendation**

Staff is recommending that this Task Force not be re-established at this time.

Staff suggests that this Task Force Model proved to be very effective, and many lessons were learned as this type of structure evolved over the course of the pandemic.

The Task Force provided a much-needed conduit of information sharing through the levels of Government along with sharing information, ideas, and initiatives amongst our local stakeholders and community partners.

### **Previous Mandate:**

The Mandate of the Town's Community Recovery Task Force is to:

1. Be the focal point for community driven ideas and solutions that will support reinvigorating our local and regional economies throughout the COVID – 19 pandemic and its recovery process;
2. Using the community driven input, design and implement activities/programs that will support reinvigorating our local and regional economies throughout the COVID – 19 pandemic and its recovery process;
3. Where applicable, make recommendations to Council on how Town resources can best be utilized in support of reinvigorating our local and regional economies throughout the COVID – 19 pandemic and its recovery process;
4. Either on behalf of the Town or in cooperation with local businesses or community groups, research, resource and make application for funding envelopes that will secure funds to support the Community Recovery Task Force program(s);
5. Where necessary as part of the funding envelope, administer, receive, review and approve Community Recovery applications;
6. Where necessary as part of the funding envelope, provide recommendations directly to Council and seek approval for the guidelines, criteria and application process; and
7. Provide a report to Council on the financial position and the status of all programs and funding resources and allocations on a monthly basis.

### **Previous Composition:**

The Community Recovery Task Force is comprised of up to three (3) members of Council.

Voting Members:

- 3 members of Council
  - Mayor (Chairperson)
  - Chairperson of the Finance and Administration Committee of Council
  - Chairperson of the Economic Development Advisory Committee

- 1 Member of Council
- 8 Members of the public at large
- Mayor as ex-officio (not counted towards Committee membership)

### **Previous Meeting Frequency:**

Meet on an as required basis with meetings being called by the Mayor, with a minimum of 72 hours' notice, to address urgent matters.



## **Community Recovery Task Force**

### **TERMS OF REFERENCE**

Approved: April 8, 2020

Revised: April 14, 2020

#### **1. PURPOSE**

The Town of The Blue Mountains ("Town") Community Recovery Task Force (the "Task Force") will be responsible for coordination and implementation of recovery and relief efforts including the consideration, development and implementation of programs to support and assist the Community and its stakeholders in reinvigorating our local and regional economies throughout the COVID – 19 Pandemic and its recovery process. The Task Force is not a Committee of Council.

#### **2. MANDATE**

The Mandate of the Town's Community Recovery Task Force is to:

8. Be the focal point for community driven ideas and solutions that will support reinvigorating our local and regional economies throughout the COVID – 19 pandemic and its recovery process;
9. Using the community driven input, design and implement activities/programs that will support reinvigorating our local and regional economies throughout the COVID – 19 pandemic and its recovery process;
10. Where applicable, make recommendations to Council on how Town resources can best be utilized in support of reinvigorating our local and regional economies throughout the COVID – 19 pandemic and its recovery process;

11. Either on behalf of the Town or in cooperation with local businesses or community groups, research, resource and make application for funding envelopes that will secure funds to support the Community Recovery Task Force program(s);
12. Where necessary as part of the funding envelope, administer, receive, review and approve Community Recovery applications;

13. Where necessary as part of the funding envelope, provide recommendations directly to Council and seek approval for the guidelines, criteria and application process; and
14. Provide a report to Council on the financial position and the status of all programs and funding resources and allocations on a monthly basis.

### **3. MEMBERSHIP / VOTING**

The Task Force will be comprised of up to Three (3) members of Council who are appointed by Council.

#### **Voting Members:**

- 3 members of Council
  - Mayor (Chairperson)
  - Chairperson of the Finance and Administration Committee of Council
  - Chairperson of the Economic Development Advisory Committee

#### **Non-Voting Members:**

- Chief Administrative Officer as ex-officio
- Director of Finance & IT Services
- Manager of Communications and Economic Development
- Executive Assistant to Committees of Council

#### **Advisory Participants representing the following areas:**

- The Blue Mountains Public Library Chief Executive Officer
- Manager of the Small Business Enterprise Centre
- Manager for the Centre for Business and Economic Development
- 1 member of The Beaver Valley Kinnettes
- 1 member representing the Beaver Valley Legion
- 1 member of the Beaver Valley Lions Club
- 1 member representing the Beaver Valley Outreach
- 1 member representing the Blue Mountains Village Association
- 1 member representing Clarksburg Village Association
- 1 member of The Blue Mountains Chamber of Commerce
- 1 member representing the Thornbury BIA
- 1 member of The Thornbury Clarksburg Rotary
- member(s) representing the agricultural community
- member(s) representing manufacturing industry
- member(s) representing the ministerial community
- member(s) representing the tourism industry

Addition or removal of Advisory Participants may be considered on an as-required basis

**Advisory Participants will have:**

1. Demonstrated expertise in the area being represented;
2. Previously demonstrated a strong interest in and commitment to remaining informed on community issues;
3. The ability to allocate sufficient time during the day for participation in meetings with the Task Force on an as needed basis;
4. The ability to allocate sufficient time to review the agenda, minutes and applicable documentation in advance of each regularly scheduled meeting; and
5. The responsibility to communicate and provide updates to the groups being represented; and
6. Residency within The Town of The Blue Mountains or representing a business, organization, service, or not for profit organization located in the Town of The Blue Mountains.

**4. QUORUM**

Quorum for the Community Recovery Task Force, per the standards of the *Municipal Act, 2001*, is two (2) voting members, regardless of the number of members in attendance.

**5. REMUNERATION**

No compensation shall be provided to members of the Community Recovery Task Force for their participation.

**6. MEETING TIME & LOCATION, AGENDA PACKAGE & MEETING CANCELLATION PROCEDURES**

The Community Recovery Task Force will meet on an as required basis. Meetings of the Task Force shall be called by the Mayor, with a minimum of 72 hours' notice, to address urgent matters.

The Executive Assistant to Committees shall send out meeting invites to all Community Recovery Task Force members and post notice of the meeting to the Town's website. The Call for Agenda Items will be sent out with the meeting invite along with a deadline for quorum to be obtained. If quorum is not obtained by the deadline indicated, the meeting shall be cancelled. In the event quorum is obtained by the deadline but the Community Recovery Task Force does not have quorum the day of the meeting within fifteen (15) minutes after the hour appointed, the meeting shall be cancelled.

Meetings will be held at the Town Hall, 32 Mill Street, Thornbury. If Town Hall is not available, an appropriate alternative location will be selected.

The Task Force will be allowed to hold all of its meetings virtually during the Provincial Declaration State of Emergency.

Due to the identifiable nature of individuals and or business and the subject matter surrounding private and personal information and financial details, the Task Force has been provided Relief of the Town's Procedural By-law by Formal Council Resolution relating to these meetings not being open to the Public and or livestreamed.

## **7. AGENDA, MINUTES & PROCEDURE**

Agenda items will be set by the Chair (Mayor).

Advisory Participants attendance will be on invitation basis.

Task Force Meetings may be held with the limited or full Advisory Participant complement in attendance and may be limited to an individual invitation when desired by the Task Force.

Minutes will be kept by the Executive Assistant to Committees of Council who will distribute the minutes to all of the Task Force and approved minutes to Council in accordance with Town practice.

Due to the specific subject matter of the Community Recovery Task Force, the Terms of Reference may be revised only if necessary and approval by Council is required.

## **8. TERM**

The Term of the Task Force shall be to June 01, 2021 unless extended by a resolution of Council.