



# 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 (Task Force) will be responsible for the 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:

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 programs;
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.

### **3. Membership and Voting**

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

#### **Voting Members:**

- Three 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 and 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 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;
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 within the Town of The Blue Mountains.

#### **4. Quorum**

Quorum for the 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 Task Force for their participation.

#### **6. Meeting Time and Location, Agenda Package and Meeting Cancellation Procedures**

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

The Executive Assistant to Committees of Council shall send out meeting invites to all 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 that quorum is obtained by the deadline but the 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 located at 32 Mill Street in Thornbury. If Town Hall is not available, an appropriate alternative location will be selected.

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

Due to the identifiable nature of individuals and 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 and Procedure**

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

Advisory participants attendance will be on invitational 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 as desired by the Task Force.

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

Due to the specific subject matter of the 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 1, 2021 unless extended by a resolution of Council.