



Staff Report

Administration

Report To: Special Meeting of Council
Meeting Date: April 8, 2020
Report Number: FAF.20.075
Subject: Community Response Initiatives
Prepared by: Shawn Everitt, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.20.075, entitled "Community Response Initiatives";

AND THAT Council approve the Community Recovery Task Force Terms of Reference as presented;

AND THAT Council endorse the initiatives listed as initial Community Response to the Coronavirus Pandemic;

AND THAT Council formally acknowledge and provide gratitude and appreciation to the Town's partners and stakeholders for their continued efforts in providing assistance to the community.

B. Overview

This staff report is a follow up to the March 30, 2020 Special Meeting of Council where Council approved the establishment of a Coronavirus Recovery Task Force.

C. Background

Through consultation with Mayor Soever and Councillors Bordignon and Sampson, Town staff created a Draft Terms of Reference for the Community Recovery Task Force for Council consideration and approval (Attachment 1).

During discussions with the approved Council representatives and Town staff, a series of initiatives were identified. Further operational review and logistics including funding allocations have rolled out the following projects for implementation as early as this week:

- **Virtual Experiences**

Development of a web-based platform to showcase unique local experiences to residents and visitors from the comfort of their home by using high-quality virtual content.

- **Municipal Landfill Site**

Reopening of the Town's landfill site for public access is a priority. Staff continue to work hard to develop a plan to allow the Town's landfill site to be re-opened to the public in a manner that will ensure safe social distancing practices. Further communication will be released to our residents that will provide clear operational details at the landfill site.

- **Curbside Yard Waste Collection**

Town staff understand that as nicer weather arrives and spring conditions provide our residents the opportunity to complete yard work, curbside yard waste collection will be a concern for residents. Town staff are actively working with our curbside collection contractor to initiate leaf and yard collection earlier than planned. Management will be implementing a program to assist in providing curbside yard waste collection on specific identified weekdays.

D. Analysis

The Community Recovery Task Force has responded quickly in developing a draft Terms of Reference and have meet electronically with key stakeholders within the community to listen, receive critical information, and to understand more about the variety of needs throughout the community.

The draft Terms of Reference provides a list of advisory participants who staff believe need to be actively consulted to ensure the entire community, including stakeholders, have a platform and forum to be heard.

It is anticipated that additional participants will be identified throughout the process as the provision of a fulsome list during these unprecedented times cannot expected. It should also be noted that some currently identified participants may choose not to participate.

The draft Terms of Reference allows for quick action and response from the Task Force. Council Representation identified very early the need for the Task Force to have the flexibility to meet on an "as required" basis was critical.

Town staff continue to consider innovative and creative means of meeting the needs of the community. Our ongoing commitment to improving communications remains our top priority.

Council has been extremely supportive and have provided excellent leadership and resources to assist staff in considering initiatives. Staff feel very supported as we consider additional means to assist the community as we navigate the COVID-19 pandemic together.

E. Corporate Strategic Plan

Goal #1: Create Opportunities for Sustainability
Objective #1 Retain Existing Business

Objective #4 Support Value-Added Agriculture and Culinary Tourism

Objective #5 Improved Visibility and Local Identity

Goal #2: Engage Our Communities & Partners

Objective #1 Improve External Communication with our Constituents

Objective #2 Use Technology to Advance Engagement

Objective #3 Strengthen Partnerships

Goal #3: Support Healthy Lifestyles

Objective #1 Promote the Town as a Healthy Community

Objective #3 Manage Growth and Promote Smart Growth

Objective #4 Commit to Sustainability

Goal #4: Promote a Culture of Organizational & Operational Excellence

Objective #1 To Be an Employer of Choice

Objective #2 Improve Internal Communications Across our Organization

Objective #3 To Consistently Deliver Excellent Customer Service

Objective #4 To Be a Financially Responsible Organization

Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

Goal #5: Ensure Our Infrastructure is Sustainable

Objective #2 Avoid Unexpected Infrastructure Failure and Associated Costs and Liability

F. Environmental Impacts

Ensuring environmentally sustainable practices are maintained where possible.

G. Financial Impact

All COVID-19 related activities and resources are tracked by management staff and Financial Services for future reporting.

H. In consultation with

Mayor Soever

Councillor Bordignon

Councillor Sampson

Senior Management Team

Tim Hendry, Manager of Communications and Economic Development

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Shawn Everitt, cao@thebluemountains.ca

J. Attached

1. Draft Community Recovery Task Force Terms of Reference

Respectfully Submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
Shawn Everitt, Chief Administrative Officer
cao@thebluemountains.ca
519-599-3131



Community Recovery Task Force

Terms of Reference

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 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.