



# Staff Report

## Administration

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**Report To:** Special Meeting of Council  
**Meeting Date:** March 30, 2020  
**Report Number:** FAF.20.066  
**Subject:** Establishing a Coronavirus Recovery Task Force  
**Prepared by:** Shawn Everitt, Chief Administrative Officer

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### A. Recommendations

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THAT Council receive Staff Report FAF.20.066, entitled "Establishing a Coronavirus Recovery Task Force";

AND THAT as the current Coronavirus Pandemic has the potential to have significant health and economic effects on our community, this Council approves the establishment of a Coronavirus Recovery Task Force with the Final Terms of Reference for the Task Force to be considered for approval by Council at a future date;

AND THAT Council endorse the development of a Terms of Reference including the consideration of appropriate Task Force composition and stakeholder membership, as well as Task Force responsibilities and levels of decision-making authority;

AND THAT Council approve the appointment of the following positions to the Coronavirus Recovery Task Force to develop the draft Terms of Reference

- Mayor
- Chair of the Finance and Administration Committee
- Chair of The Economic Development Advisory Committee;

AND THAT Council endorse the allocation of the Chief Administrative Officer, Director of Finance and IT Services, Manager of Communications and Economic Development and the Executive Assistant to Committees of Council as staff resources to the Coronavirus Recovery Task Force.

### B. Overview

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In response to the COVID – 19 pandemic and to prepare our Community for recovery of the pandemic, this report is requesting Council's approval to establish a Coronavirus Recovery Task Force.

## **C. Background**

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Mayor Soever and the Town's Chief Administrative Officer have worked together on the development of this report to assist the Town and the Community in being prepared to effectively move forward with our stakeholders through this COVID – 19 pandemic.

## **D. Analysis**

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The recommendation to establish the Coronavirus Recovery Task Forces requires the development of a formal Terms of Reference that would provide clear membership composition, mandate, responsibilities, and levels of decision-making authority.

The report recommendation requires a follow up staff report to Committee of the Whole that would include a draft Terms of Reference and clearly outline the proposed details of the Terms of Reference in its draft form.

The urgency to establish this Task Force reflects the importance of identifying immediate and longer-term economic and community recovery strategies for residents and businesses.

The initial priority of the Council and staff representatives identified will be to prepare the Terms of Reference for Council consideration. A critical component of this development will be the consideration of the Task Force composition and the addition of members from the business community and charitable community groups.

The objective of this Task Force is to ensure we are engaging with all areas of our Town that are affected by the COVID-19 pandemic and to ensure we find solutions to protect our community and ensure its future success.

## **E. The Blue Mountains Strategic Plan**

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Goal #1: Create Opportunities for Sustainability

Objective #1 Retain Existing Business

Objective #3 Promote a Diversified Economy

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 #2 Increase the Range of Housing Choices and Promote Housing Affordability

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 #1 Develop a Long-Term Asset Management Plan for the Maintenance, Renewal and Replacement of Existing Infrastructure
- Objective #2 Avoid Unexpected Infrastructure Failure and Associated Costs and Liability
- Objective #3 Implement Best Practices in Sustainable Infrastructure
- Objective #4 Ensure that Infrastructure is Available to Support Development

## **F. Environmental Impacts**

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The establishment of the Coronavirus Recovery Task Force will provide effective and efficient engagement to our Community's needs.

## **G. Financial Impact**

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Not known at this time other than time and resources allocations.

## **H. In consultation with**

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Mayor Soever

Ruth Prince, Director of Finance and IT Services

Tim Hendry, Manager of Communications and Economic Development

## **I. Public Engagement**

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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](mailto:cao@thebluemountains.ca).

## **J. Attached**

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Respectfully Submitted,

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Shawn Everitt  
Chief Administrative Officer