

TOWN OF SIDNEY

COVID-19 RECOVERY TASK FORCE

TERMS OF REFERENCE

1. INTRODUCTION

Select committees are established pursuant to the *Community Charter* to assist Council by providing public input on municipal matters. These committees are advisory in nature and function within the parameters set out in their Terms of Reference. The Town of Sidney COVID-19 Recovery Task Force (Task Force) shall be a Select Committee of Council. Meetings are open to the public.

2. PURPOSE

The Task Force, reporting to Council (Policy Group) through the Recovery Director, will be responsible for considering and developing programs and actions to support and assist the community in the COVID-19 Recovery phase. Any programs or actions developed by the Task force are to be presented to the Policy Group in the form of recommendations. The Policy Group will consider recommendations from the Task Force and have the sole authority to approve, modify or deny these recommendations. The Task Force will focus on 4 key elements:

a. Economic Recovery & Resiliency

- make recommendations on providing information on resources and programs available to the business community that support its recovery and resiliency
- make recommendations regarding the design and implementation of initiatives, activities, and programs that support reinvigorating our local economy throughout the COVID-19 pandemic recovery phase
- engage and seek feedback from the business community on needs and recommendations

b. Cultural Recovery & Resiliency

- make recommendations on providing information on resources and programs available to the cultural community that supports its recovery and resiliency
- make recommendations regarding the design and implementation of initiatives, activities, and programs that will support reinvigorating our cultural community throughout the COVID-19 pandemic recovery phase, appreciating there are both cultural and economic benefits
- engage and seek feedback from the cultural community on needs and recommendations

c. Community Resiliency

- make recommendations on providing information on resources and programs available to residents that support resiliency

- make recommendations on initiatives and projects that are longer-term in nature and will make our community (residents, cultural and economic) more resilient to mitigating the impacts of a future pandemic or other emergency
- these longer-term initiatives and projects would be considered by Council as part of future Strategic Planning and Budget reviews

d. Prepare for future COVID-19 Waves

- explore the response lessons learned from the current pandemic wave and recommend initiatives that prepare the community for possible future COVID-19 waves

3. LIMITATIONS ON DUTIES AND POWERS

The Task Force has no delegated authority from Council as the Policy Group and is not empowered to manage any aspect or role of the Town's responsibilities or direct the activities of Town Staff (including the Recovery Director) without a decision of Council as the Policy Group.

4. MEMBERSHIP

Voting Members

The Committee shall be comprised of the following 9 voting members:

- a) The Mayor
- b) One (1) member of Council
- c) One (1) member of the Town's Economic Advisory Committee (EAC)
- d) One (1) member of the Saanich Peninsula Chamber of Commerce
- e) One (1) member of the Sidney Business Improvement Area Society (SBIA)
- f) One (1) member of Sidney Event Advisory Group (SEAG)
- g) One (1) member of Sidney Community Association
- h) One (1) member of Beacon Community Services (*including SHOAL and Peninsula Connections for Early Childhood*)
- i) One (1) member of Town's Advisory Planning Commission

Non-Voting Members

The following persons may participate in meetings of the Committee in an advisory capacity but shall not vote:

- a) Chief Administrative Officer (CAO)
- b) Director of Recovery Planning
- c) Fire Chief
- d) Fire & Emergency Management Office Services Coordinator
- e) South Island Prosperity Project

Term and Termination

- a) Members of the Committee shall serve at the discretion of Council.
- b) Council may terminate the appointment of any member of the Committee at any time.

- c) The Committee will terminate on December 31, 2020, unless specifically extended by resolution of Council for a defined period following that point.

Resignation and Absenteeism

A member may resign from the Committee upon written notice to the Chair. Any member, other than the Mayor or member of Council, who is absent from two consecutive meetings without cause or without notice to the Chair, shall be deemed to have resigned from the Committee

Vacancies

The filling of any vacancy on the Committee shall be at the discretion of Council. In filling a vacancy, Council may select a new member or may invite new application for consideration.

Remuneration

All members appointed to the Committee shall serve without remuneration. All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Town with the prior approval of the CAO.

5. MEETINGS

Schedule

Meetings will be held at the call of the Chair, and on an as-needed basis.

Chair

The Chair and Vice Chair shall be elected by members of the Task Force.

Recording Clerk

The Recording Clerk shall prepare and distribute agendas and minutes, and organize resource material.

Notice and Agendas

- a) Meeting notices shall be posted in conformance with the Town's Council and Committee Procedures Bylaw.
- b) Agendas will be made available to Committee members and the public at least 24 hours prior to a meeting.

Quorum

- a) The quorum for the Committee is 5 voting members.
- b) Should there be no quorum present within 20 minutes after the time appointed for the meeting, the recorder shall record in the minutes the names of the members present, and the meeting shall be adjourned until the next scheduled meeting.

Public Attendance

All meetings shall be open for the public to attend.

Decision Making

The Committee will make its decisions on a majority basis. Members may request that a dissenting vote be recorded.

Minutes

- a) Minutes of all meetings shall be kept and made available to the public on the Town's website and in the municipal office during normal business hours.
- b) Minutes will reflect the discussion of the Task Force in general terms and may include a Record of Decision prepared by members during the meeting. The Record of Decision will detail the manner in which the Task Force's decisions were reached, significant points of discussion and, if applicable, any dissenting opinions.