

**The Corporation of the City of Kawartha Lakes  
Agenda  
Community Pandemic Recovery Task Force Meeting**

**CPRTF2020-002**

**Monday, July 6, 2020**

**Meeting Commencing at 10:00 AM - Electronic Participation Only**

**Human Services Boardroom**

**68 Lindsay Street North, Lindsay, Ontario**

**Members:**

**Councillor Ron Ashmore  
Councillor Pat Dunn  
Councillor Doug Elmslie  
Councillor Tracy Richardson  
Director Rod Sutherland  
Fire Chief Mark Pankhurst  
Penny Barton Dyke  
Marina Hodson  
Heather Kirby  
Lynda Nydam  
Amy Terrill  
Pam Stuckless**

**Note: this is an electronic participation meeting and public access to the Human Services Boardroom will not be available.**

Please visit the City of Kawartha Lakes YouTube Channel at <https://youtube.com/c/CityofKawarthaLakes> to view the proceedings.

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**The Corporation of the City of Kawartha Lakes**  
**Minutes**  
**Community Pandemic Recovery Task Force**

**CPRTF2020-001**  
**Monday, June 15, 2020**  
**10:00 A.M. – Electronic Participation Only**  
**Human Services Boardroom**  
**68 Lindsay Street North, Lindsay, Ontario**

**Members:**  
**Councillor Ron Ashmore**  
**Councillor Pat Dunn**  
**Councillor Doug Elmslie**  
**Councillor Tracy Richardson**  
**Fire Chief Mark Pankhurst**  
**Director Rod Sutherland**

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## 1. **Call to Order**

Director Sutherland called the meeting to order at 10:00 a.m. Councillor Ashmore, Councillor Dunn, Councillor Elmslie, Councillor Richardson, Fire Chief Pankhurst were in attendance. Community members Penny Barton Dyke Executive Director, United Way City of Kawartha Lakes, Marina Hodson Executive Director, Kawartha North Family Health Team, Heather Kirby Executive Director Kawartha Lakes Food Source, Lynda Nydam Executive Director, Children's Services Council, Pam Stuckless Director Health Promotion Haliburton Kawartha Pine Ridge District Health Unit and Amy Terrill Executive Director, Boys & Girls Clubs of Kawartha Lakes were in attendance. Staff in attendance Jamie Anderson CEO Kawartha Lakes Public Library, Barb Condie Accessibility Officer, Shelly Cooper Community Partnership and Programs Supervisor, Holly Russett Executive Assistant Human Services, Brenda Stonehouse Strategy and Innovation Specialist.

## 2. **Adoption of Agenda**

**Moved By** Councillor Dunn

**Seconded By** Councillor Elmslie

**That** the June 15, 2020 Community Pandemic Recovery Task Force Agenda be adopted.

**Carried**

## 3. **Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest disclosed.

## 4. **Adoption of Minutes from Previous Meeting**

## 5. **Business Arising from Minutes**

## 6. **New Business**

### 6.1 CPRTF2020-01.5.1 Appointment of Community Members

Appointments

Director Sutherland advised the existing Terms of Reference accounted for six community members to be appointed, through a process by which the four City Councillors made recommendations and the decision to appoint the members. The six community members to be appointed at this time are Penny Barton Dyke Executive Director United Way City of Kawartha Lakes, Marina Hodson Executive Director Kawartha North Family Health Team, Heather Kirby Executive Director Kawartha Lakes Food Source, Lynda Nydam Executive Director

Children's Services Council, Pam Stuckless Director Health Promotion Haliburton Kawartha Pine Ridge District Health Unit, Amy Terrill Executive Director Boys & Girls Clubs of Kawartha Lakes.

**Moved By** Councillor Elmslie

**Seconded By** Councillor Richardson

**That** Penny Barton Dyke, Marina Hodson, Heather Kirby, Lynda Nydam, Pam Stuckless and Amy Terrill be appointed to the Community Pandemic Recovery Task Force.

**Carried**

6.2 CPRTF2020-01.5.2 Appointment of Chair and Vice Chair

**Moved By** Councillor Dunn

**Moved By** Amy Terrill

**That** Heather Kirby be nominated for Chair.

**Carried**

**Moved By** Heather Kirby

**Seconded By** Councillor Ashmore

**That** Amy Terrill be nominated for Chair

**Carried**

**Moved By** Councillor Elmslie

**Seconded By** Councillor Richardson

**That** Heather Kirby and Amy Terrill be appointed as Co-Chairs

**Carried**

6.3 CPRTF2020-01.5.3 Review and Confirm - Terms of Reference for the Community Pandemic Recovery Task Force

Director Sutherland gave a summary overview from the Terms of Reference, intent and expectations of the Task Force.

Director Sutherland will be doing a brief memo to the Mayor with an update of this first Task Force meeting and will include the recommendation to Council to have the Terms of Reference revised to include the Task Force choice to have Co-Chairs.

## 7. Focus Area

Director Sutherland reviewed the Primary Focus of the Task Force is to identify areas to focus on, ways we can connect with various community groups or identify what is needed in terms of gaps, services, needs, to solicit input. An area of focus identified in relation to this task force, funding programs managed by the City (eg, Community Partnership Funds). Amy Terrill endorsed this area of focus. Heather Kirby asked for a list to be compiled of City funding programs to be provided for review by the Task Force with regards to the pandemic. Brenda Stonehouse, Shelley Cooper to help compile list.

Councillor Dunn recommended a list of community agencies/partners that do need financial help. Director Sutherland referred to the existing work with agencies/partners that do already receive funding and there may be some crossover that will be identified along with gaps and needs.

Heather Kirby asked for a list of existing organizations in need of programming supports, to be reviewed and added to. To then reach out to other networks to ensure they are captured.

Councillor Elmslie suggested Shelley Cooper would have the knowledge of groups active in the community working helping out and has possibly heard from these groups already.

Councillor Dunn recommended Mental Health as a focus area.

Councillor Elmslie recommended Accessibility Groups as a focus area. Penny Barton Dyke identified building community capacity in the not-for-profit sector, opportunities to receive input from people from across the City. There is a great concern for families and children and the mental health aspect due to the backup in the courts, as an example. There are many new gaps being identified.

Lynda Nyman asked for clarity around gaps assessment through a working group doing an environmental scan.

Director Sutherland commented Focus work groups can be established, added, created as time goes on, shifting and expanding as needed.

Amy Terrill suggested to move ahead effectively a group assigned to confirming a list of a survey audience. A group identifying the key things we need to know from Community Agencies. Working simultaneously with the two working groups recommended already. Suggested Economic Development's survey that they sent out might be a good starting point for a questionnaire that could be adjusted to reflect Non-Profit Organizations.

## 8. Engagement Strategy

Brenda Stonehouse shared about the City's online engagement tool called Jump In Kawartha Lakes, it has a very robust survey tool. There is Q&A's, discussion groups, post news or documents, map pinning. The tool is used quite effectively for the City Strategic Planning and was used for the Deputy Mayor Round Table meetings on Roads. The Q&A portion is very helpful and answers can be private or public. Lots of flexibility is offered. Brenda has a framework already put together for this Task Force. Heather asked Brenda to circulate the parameters of all the available engagement tools before the next meeting, so decisions can be made at the next meeting on how best to move forward once the working groups are established. Brenda will do a demo of the site at the next meeting.

## 9. Timelines

The next Task Force meeting will be scheduled for 3 weeks - July 6, 2020, from there Working Groups will meet independently.

On-going meeting schedule will be set up and meeting invites will be sent out, bi-weekly, 10:00 a.m. - 12:30 p.m. Mondays to the end of the year.

**Moved By** Councillor Dunn

**Seconded By** Councillor Elmslie

**That** the Task Force meeting frequency will be set to bi-weekly after the next meeting scheduled for July 6, 2020. Meeting invites will be sent out to the end of the year by city staff.

**Carried**

## 10. Round Table Discussion

Director Sutherland reviewed setting the context and opening discussions, previously discussed are the working groups. Any content members want to add, what people are seeing and hearing in the community to help inform the work of the Task Force.

A question asked during the coordination and setup of the Task Force and community members, Trillium Lakelands District School Board asked to be included, around the impact of the education sector and the impact on children and youth, the School Board made a specific request to be included in the Task Force. Lynda Nyman encouraged that if there was a Superintendent willing to be apart of the Task Force she would be in support. Councillor Elmslie asked about the focus of the School Board if it would be on CKL for this particular Task Force considering the area they represent. Lynda shared that the School Board is

excellent at breaking down their data for each municipality. Penny Barton Dyke commented if being on the Task Force interferes with the Terms of Reference they'd be great contributors and fit for a Working Group, they have a lot of statistics and local knowledge. Heather Kirby added, an invitation to the Peterborough Victoria Northumberland and Clarington Catholic School Board should be extended to have representation from all schools.

It was clarified through a vote (5 votes for Task Force, 7 votes for Working Group) the invitations would be extended to both School Boards to participate on a Working Group. Heather Kirby clarified if there was a need to change from Working Group to Task Force over time, invitations would be extended.

Director Sutherland noted for the next meeting any opportunity for experience of broader community impacts people are seeing to help set context.

Amy Terrill asked to add to the round table discussion from a procedural lens and to get direction from Director Sutherland, around the guidelines of the conflict of interest (declaring pecuniary interest) as set out in the Code of Conduct. Senior positions of community agencies on the Task Force and these agencies past, current or future applying for City community funding programs, as discussed in item #7. Director Sutherland will review with the Clerk's office for clarification.

Penny Barton Dyke shared the need to prepare for when programs of support (wage subsidy and CERB) fold, we will see unprecedented demands of certain areas in the next 3 to 6 months. Preparing for surges and gaps in services need to be closely monitored, to have this awareness going forward.

Amy Terrill shared a recommendation to be tabled as an agenda item later on, to assist in communicating as services to our community are changed or enhanced or returned to normal service. Lynda Nyman added the Community Planning Table for Children and Youth has started this process. There are some partial lists already generated of services for children youth and families in the community are doing. Lynda will circulate lists she can access. Any other known services lists are asked to be submitted for compiling and sharing as a whole with the Task Force. Director Sutherland shared, on the City's website there is a listing of federal, provincial, municipal services that can be added to the listing.

## **11. Correspondence**

No correspondence (standing item)



**12. Next Meeting**

The next meeting will be held on Monday, July 6, 2020 at 10:00 a.m. Electronic Participation. Bi-weekly meetings to follow. Working Groups will be established July 6th and meeting dates set.

**13. Adjournment**

**Moved By** Councillor Elmslie

**That** the meeting be adjourned at 11:31 a.m.

**Carried**

## **Terms of Reference**

**Name: Community Pandemic Recovery Task Force**

Date Established by Council: May 26, 2020

Task Force Completion/Reporting Date: to be determined

### **Mission:**

The Community Pandemic Recovery Task Force is established to provide advice and recommendations to Council and Staff on resources and support required to ensure community recovery from the COVID-19 Pandemic. This will include:

- Co-ordination and implementation of recovery and relief efforts to support non-profit and community service providers in the broader health and human services sector
- Compilation of a comprehensive list of community support services
- Identification of funding opportunities and mobilization of appropriate resources to obtain funding
- Recommendations for partnerships and working groups in order to best leverage existing programs and services
- Identification of gaps in service delivery and recommendations to address them
- Recommendations for the City's 2021 Operating Budget

### **Roles and Responsibilities:**

It is the responsibility of all appointed members to comply with:

- the City Code of Conduct for Task Force Members
- the City Procedural By-law
- Other applicable City by-laws and policies
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

No individual member or the Task Force as a whole has the authority to make direct representations of the City to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Secretary and absent himself

or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The Task Force will abide by any terms and conditions which may be set out by the City's Council, CAO, City Clerk, City Solicitor, Auditor and/or Insurer for any activities relating to Task Force business in keeping with the Task Force's Terms of Reference and established Policies.

**Activities:**

The following represent the general activities of the Task Force:

- a) To make recommendations to Council and Staff on strategy, policies and various issues to achieve Council's strategic priorities relating to the Task Force's established scope of work as defined in the Terms of Reference.
- b) Developing and undertaking a broad community engagement strategy to build on the members' awareness of local risks, vulnerable groups and protective factors.
- c) Establish working groups to inform the work of the Task Force.
- d) Developing and maintaining a dynamic data set, and ensuring its ongoing accuracy as new sources of information become available.
- e) Identify funding opportunities and mobilize appropriate resources to obtain funding.
- f) Determining the priority risk(s) that the plan will focus on based on available data, evidence, community engagement feedback and capacity.
- g) After priority risks have been identified, all actions going forward should be designed to reduce these risks, or at least protect the vulnerable groups from the risks.
- h) Based on community capacity, developing an implementation plan or selecting, recruiting and instructing a small number of key individuals to do so to address the selected priority risk(s) identified in the plan.
- i) Where feasible, align plans and outcomes of the Task Force to the work of the provincially required Community Safety and Well-Being Plan.

**Composition:**

The Task Force shall be comprised of a maximum of 12 members consisting of:

- Up to four Council members as appointed
- Up to two people who represent from the local health care sector
- Up to two people who represent the children and youth services sector
- Up to two people that represent the community and social services sector
- City staff: Kawartha Lakes Fire Chief and Director of Human Services

The Task Force shall consist of a minimum of 8 members. Task Force members will be appointed by Council in accordance with established policy.

**Appointment of Officers:**

The Task Force shall, at its first meeting, elect from its membership a Chair, and Vice-Chair. Alternatively the Task Force may, by agreement of the members, choose to elect Co-Chairs. It is acknowledged that there are no per diems for any Task Force positions and it is acknowledged that none of the above positions shall be paid for their services. All Task Force members are considered volunteer positions.

**Term of Appointment:**

Task Force members will be appointed for a term ending upon final recommendation to Council/Staff and prior to December 31, 2021. Any extension to this Term shall be recommended to Council via the liaison department through a report to Council prior to the expiration date with the final decision being that of Council.

**Resources:**

The Human Services Department and Kawartha Lakes Fire Rescue Service will provide support in the form of advice, day-to-day liaison with the City and information sharing.

A member of staff shall be designated as Recording Secretary by the liaison department. The Recording Secretary shall prepare and publish agendas; attend all formal business Task Force Meetings for the purpose

of taking Minutes; and prepare and publish minutes in an accessible format acceptable to the City Clerk's Office.

The Recording Secretary shall ensure that a current Terms of Reference for the Task Force has been provided to the City Clerk's Office and is posted on the City website.

**Timing of Meetings:**

Meetings will be held on a set day and time as may be determined by the Task Force or at the call of the Chair.

**Meetings:**

The Task Force shall hold a minimum of two (2) formal business meetings – one to start the work of the Task Force and to set the work plan and one to conclude the work of the Task Force. The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Task Force a minimum of three (3) business days prior to the date of each meeting through the Recording Secretary. Quorum for formal business meetings shall consist of a majority of the members of the Task Force. No meeting shall proceed without quorum. Work of the Task Force can be done through working groups.

At the first meeting of the Task Force, an Orientation Session shall be held for members.

Working meetings throughout the term to advance the efforts of the work plan shall be held at the call of the Chair with the Chair providing notice of the working meetings to all members of the Task Force a minimum of three (3) business days prior to the date of each meeting through the Recording Secretary. No formal minutes are required to be taken at working meetings; however, notes shall be taken.

**Procedures:**

Procedures for the formal business meetings of the Task Force shall be governed by the City's Procedural By-law and Legislation or, where both of these are silent, by Robert's Rules of Order.

### **Electronic Participation Meetings - During a State of Emergency:**

Where an emergency has been declared by the Head of Council or Premier of Ontario in all or part of the City of Kawartha Lakes under Section 4 or 7 .0.1 , respectively, of the Emergency Management and Civil Protection Act, the following procedural rules are established for electronic participation in Meetings for Advisory Committees of Council:

1. Members may participate in an open session by electronic participation and be counted for the purpose of establishing quorum;
  - a. If a member loses electronic connection temporarily to the meeting, that member shall be treated as if they left the physical room of a traditional meeting and the time noted by the Recording Secretary.
2. All votes shall be by show of hands or by verbal consent (yes or no);
3. That subject to direction from the Chair to the Recording Secretary, the meeting will proceed without deputations. Written correspondence received from the public may be circulated electronically to members prior to the start of the meeting;
5. For public notice purposes, the location of the meeting published on the agenda shall be the physical location of the Recording Secretary during the meeting; If the location of the Recording Secretary cannot be open to the public, the Recording Secretary shall provide notice to the electronic location of where the meeting can be viewed;
  - a. The Recording Secretary shall provide Members with instruction on how to access the meeting by electronic participation;
6. A recording of the open session of the meeting shall be preserved for a period of time determined by the Records Retention by-law for the public record.

### **Electronic Participation Meetings – Post State of Emergency:**

Members who are unable to attend meetings may participate by means of audio/visual or audio electronic communication devices under the following circumstances:

- a. The Chair shall be present and will not participate electronically.
- b. Members participating electronically may be included in the debate, but shall not be counted in determining a quorum and therefore can not vote.
- c. Participation electronically shall be limited to open meetings only.
- d. The Clerk shall be notified 72 hours in advance.

- e. A Member participating by Electronic Means shall inform the Chair about their intentions to leave the meeting either on a temporary or permanent basis.
- f. A Member participating by Electronic Means will be deemed to have left the meeting when they are no longer electronically connected to the meeting.
- g. In the case of an interruption in the communication link to the member(s) participating electronically, the meeting will recess to a maximum of 15 minutes until it is determined whether or not the link can be re-established. If communications are not re-established, the meeting will resume without the electronic participant(s).

Enacted by CR2020-121, May 26, 2020

### **Closed Meetings:**

The Task Force shall not be permitted to hold Closed Meetings.

### **Agendas and Minutes:**

A copy of the Agenda shall be provided to the City Clerk's office at the same time it is provided to Task Force Members. The City Clerk's office will distribute the agenda to Council members as per established procedures.

Minutes of all formal business meetings and notes from working meetings of the Task Force shall be forwarded to the liaison department, and to the City Clerk's Office, not later than two weeks after the meeting. Action items requested of staff and/or Council will be brought to the attention of the Recording Secretary at that time. The City Clerk's Office will electronically circulate the formal business meeting minutes to all members of Council for their information. The City Clerk's Office will maintain a set of printed minutes on file for public review.

The Recording Secretary shall ensure that all Task Force Agendas and Minutes are posted to the City website at the same times as they are circulated to the City Clerk's Office.

### **Reports:**

The Task Force recommendations shall be brought forward to Council via the liaison department through a report to Council.

It will be the responsibility of the Task Force Chair to provide a memo to the liaison department identifying the Task Force recommendations for final preparation of the report.

**Purchasing Policy:**

This Task Force has no purchasing or procurement responsibilities.

**Insurance:**

The City of Kawartha Lakes' General Liability Policy and Errors and Omissions Liability Policy will extend to this Task Force and its members. The applicable insurance policies extend to Task Force members while in the performance of his/her duties and to those activities authorized by the City of Kawartha Lakes and Council. Members must adhere to the policies and procedures of the City of Kawartha Lakes and Council, including the Terms of Reference.

The Task Force must provide, via the liaison department an annual updated listing of all members, including member positions, to the City of Kawartha Lakes to ensure the applicable insurance coverage remains in force.

Task Force members are not entitled to any benefits normally provided by the Corporation of the City of Kawartha Lakes, including those provided by the Workplace Safety and Insurance Board of Ontario ("WSIB") and are responsible for their own medical, disability or health insurance coverage.

**Expulsion of Member:**

Any member of the Task Force who misses three consecutive formal business meetings, without being excused by the Task Force, may be removed from the Task Force in accordance with adopted policy.

Any member of the Task Force may be removed from the Task Force at the discretion of Council for reasons including, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, The Municipal Conflict of Interest Act or the Code of Conduct for Task Force Members; disrupting the work of the Task Force; or other legal issues. The process for expulsion of a Task Force member is outlined in the City's **Council Committee, Board and Task Force Policy**.



**Terms of Reference:**

The Recording Secretary shall ensure that a current Terms of Reference for the Task Force has been provided to the City Clerk's Office and is posted on the City website.

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. Council may, at its discretion, change the Terms of Reference for this Task Force at any time. Any changes proposed to these Terms of Reference by the Task Force shall be recommended to Council via the liaison department through a report to Council.

**At the discretion of Council the Task Force may be dissolved by resolution of Council.**

## Community Pandemic Recovery Task Force

### Draft Framework for Working Groups

July 6, 2020

This draft framework has been provided to start the discussion regarding the scope of the working groups. For consideration for the July 6, 2020 Task Force meeting:

- any additions, deletions or edits to this framework
- potential community members to be invited to each working group
- other

#### Gaps assessment

- Confirm membership of working group – invite additional community members to fill gaps in expertise and knowledge
- Confirm scope of target survey population ie. Health and social services groups confirmed, what about sports and recreation? Others?
- Confirm list of all organizations within CKL, formal and informal, that meet scope
- Using format and engagement tool provided by City, develop list of questions ie. What their COVID-19 related needs are currently and what they anticipate (6 months, 12 months, 18 months)
- Recommend list of questions and timing to Task Force
- Help support the promotion of the survey and deadline to organizations on the list to ensure a high rate of completion
- Analyze results and provide recommendations to Task Force, then sending any appropriate recommendations, if any, to Council for consideration

#### Funding Opportunities

- Confirm membership of working group – invite additional community members to fill gaps in expertise and knowledge
- Review list of CKL funding programs
  - Including economic development/business opportunities if applicable
- Identify other funding opportunities including Foundations and Provincial/Federal
- Review gap analysis results, identify areas of greatest need for funding ie. Staffing, PPE, programming support
- Identify barriers to funding for these needs, and make recommendations regarding remedies to Task Force, then sending any appropriate recommendations, if any, to Council for consideration



## Memorandum

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Date: June 23, 2020

To: City Council

From: Rod Sutherland, Director of Human Services

Re: Update from Community Pandemic Recovery Task Force

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The Community Pandemic Recovery Task Force met for the first time on June 15, 2020.

The meeting began with the appointment of the six community representatives from the Health; Children and Youth; and Community / Social Services sectors. As identified in the approved Terms of Reference, the four Councillors previously appointed to the Task Force appointed the community members.

The community representatives on the Task Force are:

- Penny Barton Dyke, Executive Director, United Way City of Kawartha Lakes
- Marina Hodson, Executive Director, Kawartha North Family Health Team
- Heather Kirby, General Manager, Kawartha Lakes Food Source
- Lynda Nydam, Executive Director, Children's Services Council
- Pam Stuckless, Director, Health Promotion, Haliburton Kawartha Pine Ridge District Health Unit
- Amy Terrill, Executive Director, Boys & Girls Clubs of Kawartha Lakes

They join the Council-appointed members of the Task Force:

- Councillor Ron Ashmore
- Councillor Pat Dunn
- Councillor Doug Elmslie
- Councillor Tracy Richardson
- Mark Pankhurst, Fire Chief
- Rod Sutherland, Director of Human Services

The Task Force chose to elect Co-Chairs Heather Kirby and Amy Terrill and is requesting that Council amends the Terms of Reference to permit this.

As the approved Terms of Reference identified that a Chair and Vice-Chair would be elected, Council will need to approve an amendment to permit Co-Chairs.

The Task Force believes that Co-Chairs will be more effective at representing the Task Force in its work and sharing the responsibilities.

## **Recommendation**

That the memorandum from Rod Sutherland, Update from Community Pandemic Recovery Task Force, be received for information purposes;

And that Council approve an amendment to the Community Pandemic Recovery Task Force Terms of Reference to permit the appointment of Co-Chairs.