

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.