

Town of Perth			
Economic Recovery Task Force			
Subject:	Terms of Reference	Effective:	23 June 2020
Applies	Economic Recovery Task Force	Replaces:	
Issued by:	Town Clerk	Approval:	By-law No. 2020-4880

A. Background

Since March 2020, the Province of Ontario, and by extension the Town of Perth, has experienced significant upheaval, restrictions, and pain as a result of the global COVID-19 pandemic. This pandemic has damaged economies of all sizes, forced the world’s students to learn from home, forced a rethink of office work, and most tragically has cost hundreds of thousands of lives. As the first wave of this pandemic subsides in Ontario, we are now able to look toward reopening our communities, while at the same time remaining mindful that the true mandate of this pandemic has not and cannot yet be comprehended.

The Economic Recovery Task Force is intended to lead the reopening process in Perth, to guide and advise Council and the community on safe practices, and to remake Perth into both what is was before and into a better town for tomorrow. Recommendations that come out of this task force will be concerned with both the short- and long-term recovery process for the Town of Perth.

B. Authority

Authority transfer is restricted to the mandate described herein, unless an amendment is explicitly authorized by Council.

The Task Force:

1. Shall not communicate externally on behalf of Council except as related to the mandate;
2. Shall not authorize any expenditures outside of the approved Task Force budget.

C. Mandate

The mandate of the Economic Recovery Task Force is to the complete the following for Council consideration during the indeterminate length of the COVID-19 economic and community recovery process:

1. Identify ways to restore economic confidence and return economic activity to the Town of Perth and its various sectors.
2. Restore community confidence.
3. Assist businesses in understanding health requirements for reopening and operation and build resiliency in the face of further pandemic disruptions.

4. Identify ways that our tourism economy can recover while also abiding by public health directives.
5. Collect economic statistics and critical data to demonstrate the impact COVID-19 has had on the local economy to provide valuable insights to this taskforce and other government agencies.

D. Reports To

The Task Force shall report to the Committee of the Whole.

E. Composition

1. Membership

- a) Membership: See Procedure By-law, s. 4.4.2.
- b) Qualifications: Citizen members shall be residents, property owners, or business owners in the Town of Perth. Preference will be given to persons with demonstrated technical qualifications or experience including but not limited to:
 - i. Business Ownership
 - ii. Economics
 - iii. Consumer Insights
- c) Voting Members: The Economic Recovery Task Force shall consist of 9 members:
 - i. 3 Members of Council (3);
 - ii. 1 Perth and District Chamber of Commerce General Manager or Designate (1);
 - iii. 1 Downtown Perth BIA Coordinator or Designate (1);
 - iv. 1 Representative from the Businesses along Highway 7 (1); and,
 - v. 3 Representatives from Perth's Key Economic Sectors (3);

If the preferred composition is not able to be achieved then the Executive Committee can appoint members whose qualifications are outside the scope of the preferred composition of the panel.

The Executive Committee can appoint more members than the defined members in the Terms of Reference.

- d) Non-Voting Members: None
- e) Absence: Any citizen member who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Recording Secretary shall advise the Clerk.
- f) Resignation of Citizen Members: Any member wishing to resign shall provide their resignation in writing to the Chair with a copy to the Clerk.
- g) Filling Vacancies: Vacancies shall be filled per the Procedure By-law.

h) Term:

Ad Hoc Task Force: The Economic Recovery Task Force is an ad hoc Task Force of the Council and its term is finite and shall be disbanded upon completion of its Mandate. The Task Force's progress will be reviewed annually by Committee of the Whole. The Task Force shall provide a final report to Council after conducting its Mandate.

2. Responsible Department: The Director of Community Services shall be responsible for all actions and financial undertakings of this Task Force.
3. Structure:
 - a) Chair: The Chair shall be determined at the first meeting of the Task Force.
 - b) Deputy Chair: The Deputy Chair shall be determined at the first meeting of the Task Force.
4. Support Resources:
 - a) Technical Advisor: The Director of Community Services, or designate, shall be the Technical Advisor to the Task Force to ensure compliance with Town policy.
 - b) Recording Secretary: The Director of Community Services shall be responsible for ensuring a Recording Secretary is available for meetings.
 - c) Attendance by the Technical Advisor and Recording Secretary shall be mandatory for all meetings
 - d) Representative from the Leeds Grenville and Lanark District Health Unit, as required.

F. Procedures

All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to, the Town of Perth's:

1. Accountability and Transparency Policy
2. Procedure By-law
3. Procurement By-law

In addition to the above general provisions, the following shall be required:

1. All sitting members eligible to vote, including the Chair, must vote.
2. Solicit documents and consider public input where appropriate.
3. Distribute the agenda as per Procedure By-law, s. 11.1.5 and send the Agenda, with any associated reports attached to its members and the members of Council, through the Clerk, in a timely fashion.
4. Distribute the minutes as per Procedure By-law, s. 15.2.2 and send draft minutes to members of the Council, through the Clerk, in a timely fashion.
5. Provide the approved minutes, signed by the Chair and Recording Secretary, to the Clerk for the official records. With respect to the last meeting, the minutes shall be approved as per the Procedure By-law.

G. Quorum

Ref. Procedure By-law, s. 10.2.

H. Remuneration

There is no annual stipend for the Economic Recovery Task Force.