

# **Mayor's Economic Resiliency Task Force**

## **Terms of Reference - April 2020**

### **Background**

The Tumbler Ridge Economic Resiliency Task Force (ERTF) was launched to develop and implement an Action Plan to mitigate the potential economic impact to businesses and residents from the COVID-19 Pandemic. The ERTF is a collaborative initiative representing the Tumbler Ridge area consisting of Local Government, Business Leaders and Provincial and Regional Stakeholders.

### **Objective**

To gather and identify the necessary information to gain a clear perspective of the financial impact of the COVID 19 pandemic as it relates to Tumbler Ridge in order to implement an informed response.

### **Strategic Approach**

We will create our resiliency and recovery initiatives under the following two groupings:

- Immediate (During Pandemic)
- Post Shut Down (After Pandemic)

The efforts of the ERTF will be focused on the potential actions that have the greatest consensus, will have the most meaningful impact and are viewed to be realistically achievable.

### **Action Plan**

To determine and implement strategic next steps through collaboration with a diverse and representative cross section of stakeholders in the community.

### **Focus Areas**

1. Establish clear communication protocols
2. Establish subcommittees for specific tasks
3. Establish a shop local first program
4. Spotlight local businesses
5. Create a framework for future emergencies

### **Working Groups**

1. Communication Team – Establish Protocols, Create and Communicate message
2. Community Measures – Create Strategies and Framework for economic initiatives
3. Proactive engagement with resident and business community to advise and facilitate response to the COVID shutdown
4. Create Strategies and Framework for Economic Recovery Initiatives

### **Initial Goals**

1. Set-up the task force
2. Discuss role of members/working group to deliver on mandate
3. Discuss potential approaches to deliver
4. Develop working plan
5. Identify and gather the required information
6. Set meeting schedule

### **Deliverables**

1. Business Plan for each initiative
2. Creation of Standard Operating procedures – document for future use
3. Present recommendations to Council for input/ adoption

### **Meetings**

- Conference call or virtual meeting - minimum once per week initially; be prepared for short notice emergency calls as required
- Collaboration online

### **Timelines**

- Present draft terms of reference/ surveys/ members before initial meeting for approval
- Initial Meeting
- Planning Sessions

### **Makeup and Expectations of the ERTF Members:**

- A minimum of seven (7) members and a maximum of eleven (11) members
- Representation from three members of the local resident community where practical and viable
- Representation from one of Tumbler Ridge's major industry sectors where practical and viable
- One alternate per member wherever practical and viable
- Commit to actively participate in the work of the task force for a six month term between May and November, 2020
- Participate as active task force volunteers to advise Council on appropriate measures and initiatives to meet the task force's objectives
- Support District Administration with data gathering and implementation processes when their skill-sets and expertise deems this appropriate
- Participate in the six month task force evaluation process in November 2020

1. Mayor of Tumbler Ridge
2. District of Tumbler Ridge Councillor
3. District of Tumbler Ridge Councillor
4. Economic Development Officer
5. Tumbler Ridge Chamber of Commerce
6. Love Tumbler Ridge
7. Major industry representative
8. Local resident
9. Local Resident
10. Local resident