



## **RECOVER RICHMOND HILL TASK FORCE**

### ***TERMS OF REFERENCE***

#### **1. PURPOSE**

The Recover Richmond Hill Task Force (“The Task Force”) is a Council appointed Task Force that is responsible for providing strategic recommendations to Council on programs and strategies to assist Richmond Hill businesses to recover from the economic impact of the COVID 19 pandemic. The Task Force works with partners (provincial and federal governments, community agencies, educational institutions, business associations and local businesses) to develop and recommend economic recovery programs to Council.

Where possible and available, the Task Force will make recommendations that leverage and advocate for regional, provincial and federal government economic assistance and funding to support Richmond Hill businesses.

#### **2. MEMBERSHIP**

The Task Force shall be comprised of up to seven (7) members as follows:

- Three (3) members of Council to be selected by Council, one of who shall be appointed by the Committee as chair;
- One (1) Business Representative to be selected by the Richmond Hill Board of Trade;
- One (1) Business Representative to be selected by the Richmond Hill Village Business Improvement Association;
- One (1) Business Representative to be selected by the Richmond Hill, Markham, Vaughan Chinese Business Association;
- One (1) York Region Economic Development Representative to be selected by York Region.

#### **3. TERM**

The Committee shall be appointed for a term to end on December 31, 2020, with the option to extend by two (2) additional six (6) months as determined by Council.

#### **4. REMUNERATION**

None

#### **5. DUTIES AND FUNCTIONS**

The primary goal of the Task Force is to identify programs and strategies to accelerate economic recovery by partnering with community partners to assist local businesses to:

- Re-align business operations to assist local businesses to maintain continuity during the COVID 19 pandemic;
- Reopen business locations following the closure of all non-essential businesses;
- Re-establish normal business operations as rapidly as possible;
- Engage the local community to encourage residents to support local businesses;
- Support local businesses to re-establish sales;
- Support the re-establishment of business supply chains where possible; and,
- Assisting local businesses with future business continuity preparedness.

This is accomplished by:

- Engaging businesses to clearly identify the key challenges facing businesses as a result of COVID 19;
- Developing and recommending an Economic Recovery Action Plan to drive economic recovery;
- Developing and recommending the necessary budget and resources to implement the Economic Recovery Action Plan;
- Developing and recommending a Community Engagement Strategy to support the implementation of the Economic Recovery Action Plan; and,
- Identifying funding and grants to advance economic recovery objectives and initiatives and projects.

#### **6. MEETING TIMES AND LOCATIONS**

Meetings to occur bi-weekly or on an as needed basis at the call of the Chair. Meetings can, with the consent of the Task Force, be in-person or by any electronic means. The City's Procedure By-law 74-12, as amended, shall not apply to the Task Force.

## **7. STAFF SUPPORT**

The Director of Strategy, Innovation and Engagement and Manager of Economic Innovation and Partnerships will attend all meetings, act as a staff resource, and provide the Task Force with technical assistance. The Clerks Office will provide administrative support services to the Task Force as required.