COVID-19 Task Force

Terms of Reference

**Mandate:**
To provide support to Tillsonburg citizens to cope during the difficulties associated with the pandemic of the COVID-19 virus.

**1.0 Role of the COVID-19 Task Force**

1.1 To gather information from the Community regarding questions, concerns about this pandemic and specifically how the Town is responding and how responses or communications can be better delivered.

1.2 To provide information on access to resources such as: mental health, health and safety, small business support, financial support, self-isolation and strategies for entertainment/education while isolated.

1.3 To provide suggestions for alternative ways to access municipal services and programs if necessary.

1.4 To recommend to Tillsonburg Town Council and Oxford County Council ideas for decreasing the stress induced by this pandemic by offering alternative solutions to municipal services and payments.

**2.0 Organization of the Task Force**
The Committee should be composed of three Council representatives and two members of staff.

2.1 Task force members will be appointed by Council.
2.2 The Task Force shall have a minimum of five members.
2.3 Other members shall include community members who might have access to resources/volunteers or otherwise be “connected”.
2.4 The term of a Member is ongoing until Council determines the task force is no longer required.

**3.0 Meetings**

3.1 The Task Force will meet weekly or more often, if deemed necessary by the group.
3.2 The date and time of the meetings will be established at the first meeting of the group.
3.3 Meetings will have a formal agenda.
3.4 Agendas and information packages (including previous meeting minutes) will be sent electronically to Members prior to each meeting.

**4.0 Role of the Chair**
The Chair is responsible for ensuring the smooth and effective operation of the Task Force and its’ roles. This will include responsibility for:

4.1 Calling the meetings to order.
4.2 Encouraging an informal atmosphere to encourage the exchange of ideas.
4.3 Creating an agenda in consultation with the Secretary.
4.4 Chairing the meetings to ensure business is carried out efficiently and effectively.
4.5 Acting as spokesperson.
4.6 Representing the Task Force at Town or County Council.
4.7 The Chair shall conduct meetings in accordance with the Town’s Procedural By-Law.
4.8 In the absence of the Chair, these responsibilities will be undertaken by the Vice-Chair.

5.0 Role of the Secretary
The Secretary is responsible for ensuring a complete up to date record for the Task Force.

5.1 In liaison with the Chair, arrange date, time and venue for meetings.
5.2 In liaison with the Chair, set agendas and circulate agendas to the members two business days prior to the meeting.
5.3 Circulate draft minutes to the members.
5.4 Keep a complete up to date record of the minutes.

6.0 Role of Members
Membership on the Task Force is a position of responsibility and requires a strong commitment to the Terms of Reference. Members are required to:

6.1 Attend all regularly scheduled meetings. Members shall notify the Chair if they are unable to attend a meeting.
6.2 Review all information supplied to them.
6.3 Promote the role of the task force and its’ decisions made.
6.4 Committee Members are subject to the Municipal Conflict of Interest Act R.S.O. 1990, c. M50 and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the minutes of the meeting.