



Alberni-Clayoquot Regional District

Terms of Reference COVID-19 Community Recovery Team

1. Purpose

- 1.1 The COVID-19 Community Recovery Team (CRT) has been established to guide implementation of the “Alberni-Clayoquot Regional District (ACRD)/City of Port Alberni (CPA) COVID-19 Path to Recovery Plan”. The Path to Recovery Plan considers organizational procedures, economic recovery initiatives, business continuity and public health strategies with a goal of promoting resiliency and guiding the return to normalcy within the region during the recovery phase of the COVID-19 pandemic.

The Plan is focused within the CPA and the six Electoral Areas of the ACRD (“A” – Bamfield, “B” – Beaufort, “C” – Long Beach, “D” – Sproat Lake, “E” – Beaver Creek and “F” – Cherry Creek).

2. Duties/Mandate

- 2.1 The Community Recovery Team is a standing committee of the ACRD Board that will advise and make recommendations to the ACRD Board, and advise the CPA Council, on the implementation of the Path to Recovery Plan.
- 2.2 The CRT will review the goals and objectives in the Plan and review achievement and status of strategic actions outlined in the Plan.
- 2.3 The CRT will provide advocacy and leadership within the region on community recovery from the COVID-19 pandemic.
- 2.4 The CRT will guide communication activities within the region relating to community recovery from the COVID-19 pandemic.
- 2.5 The CRT will engage with a Community Stakeholder Group (CSG) that may be convened or otherwise consulted as deemed necessary by the CRT to ensure that the implementation of the Plan continues to address the needs of the community, and in order to update the CSG on progress relative to the goals, objectives and strategies outlined in the Plan.

The CSG would include broad representation from organizations focused on health and economic recovery in the region. At the discretion of the CRT, the CSG will include, but is not limited to, representation from local governments, provincial government, First

Nations, public health agencies, health service providers, emergency services, community service providers, business advisory groups and industry.

3. Membership

3.1 Membership on the Community Recovery Team is as follows:

- Chairperson of the ACRD Board of Directors, or their designate;
- Mayor of the CPA, or their designate;
- Chief Administrative Officer of the ACRD;
- Chief Administrative Officer of the CPA;
- Island Health Medical Health Officer, Central Vancouver Island, or their designate;
- Emergency Operations Centre (EOC) Director;
- ACRD Protective Services Manager;
- EOC Recovery Planning Unit Coordinator.

4. Appointment and Term

4.1 Members of the Community Recovery Team will be appointed by the ACRD Board of Directors for a one (1) year term. Committee appointments are confirmed by the Chairperson of the Board at a regular ACRD Board meeting in January of each year.

4.2 The Committee will be convened for as long as deemed necessary by the ACRD Board to guide implementation of the Path to Recovery Plan.

5. Committee Chair

5.1 The Committee will elect a Chairperson and Vice-Chairperson from amongst its Members at the first meeting of each year.

6. Meeting Procedures

6.1 Meetings of the CRT shall be held monthly or at the call of the Committee Chairperson.

6.2 Decisions are by consensus of the members present.

6.3 Quorum is Four (4) or more of the Committee members.

6.4 Meetings of the Committee shall be conducted and held in accordance with the Regional District's Procedures Bylaw.

7. Reporting to the Board

7.1 The Committee Chairperson will report to the ACRD Board on the activities of the CRT.

7.2 Recommendations from the CRT to the Board must be adopted by the Committee prior to presentation to the ACRD Board.

8. Resources

8.1 ACRD Administrative staff will provide support to the Committee including preparing agendas, recording the minutes of meetings and ensuring Committee agenda's, minutes etc. are circulated electronically to all Members.

Approved by the ACRD Board:	May 13, 2020
Revised by the Board:	