

**DRAFT Terms of Reference**  
**Comox Valley Mayors and Chairs Economic Recovery Task Force**  
**Action Plan to Develop Response to COVID-19 Pandemic**  
**August 25, 2020**

**1. Background:**

The Comox Valley Mayors and Chair's Economic Recovery Task Force (ERTF) will develop and direct implementation of an Economic Disaster Recovery Plan to mitigate the potential economic impact to local businesses from the COVID-19 Pandemic.

The ERTF is a collaborative initiative representing the Comox Valley Regional District, City of Courtenay, Town of Comox, Village of Cumberland, K'ómoks First Nation, CFB 19 Wing Comox, which will oversee a Technical Advisory Committee (TAC) consisting of local government, business leaders and stakeholders.

**2. Objective:**

To create strategies to help our business community recover and adapt during and after the COVID-19 Pandemic.

**3. Strategic Approach:**

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

- Immediate (Response during Pandemic)
- Post Shut Down (Recovery 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 from a local government perspective.

**4. Action Plan:**

This action plan is an initial starting point and will be developed on an ongoing basis, based on feedback from community and industry sector stakeholders.

**5. Focus Areas:**

1. Enable and support a broad-based process to gain meaningful input on measures to be considered to assist in economic recovery through the identification of Industry Advisors;
2. Establish clear communication protocols between local government, business, industry and service delivery stakeholders;
3. Establish Technical Advisory Sub-Committee (TASC) resourced by the Comox Valley Economic Development Society (CVEDS) and supported through consultation with regional Chief Administrative Officers (CAOs);
4. Develop an Action based and phased Recovery Plan that considers prioritized risks faced by each sector of the Comox Valley Economy.

## **Technical Advisory Sub-Committee Terms of Reference and Working Groups**

### **1. Strategic Approach:**

CVEDS Economic Development Advisory Committee TOR to be temporarily repurposed and launched as the TAC and to include:

1. Communication Team – Establish Protocols, Create and Communicate message;
2. Community Measures – Create Strategies and Framework for economic initiatives;
3. Business Transition Teams – Conduct proactive engagement with business community, industry associations and related Ministries as necessary, to advise and facilitate response strategies.

### **2. Initial Goals and Steps:**

1. Discuss role of members/working group to deliver on mandate;
2. Develop working plan for approval by ERTF;
3. Provide any resource requests to ERTF;
4. Set virtual meeting schedules, and administer the implementation of approved measures

### **3. Deliverables:**

Request a business case and one page action recommendation that can be implemented within local Government Authority, advocated to senior levels of government or appropriate bodies, and/or supportive of the ongoing work of industry associations from each sector through the Industry Advisors.

CVEDS to create concrete and trackable recommendations to be reviewed by regional CAOs. Recommendations to be submitted and considered by the Comox Valley Mayors and Chairs ERTF.

### **4. Working Group Meetings:**

Meetings to be held in person and online as required;

### **5. Timelines:**

1. Initial meeting of the TAC to occur within one week of approval;
2. Planning sessions to be in place for each sector team asap;
3. Recover Plan Deliverables submitted as specific business cases are completed.

### **6. Technical Advisory Sub-Committee (TASC) Membership:**

1. CVEDS
2. Regional CAOs or alternate

## 7. Industry Advisors Identification

Representative(s) from business, development and partner organizations' Board of Directors including:

- a. Innovation Island Technology Association
- b. Business Development Bank of Canada
- c. Comox Strathcona Community Futures
- d. Comox Valley Chamber of Commerce
- e. Comox BIA
- f. Courtenay BIA
- g. Cumberland Business Association
- h. Cumberland Economic Development Steering Committee
- i. North Island College
- j. Comox Valley Destination Marketing Advisory Committee
- k. Comox Valley Harbour Authority
- l. Comox Valley Airport Commission

Members at large from key industry sectors / associations, including but not limited to:

- a. Agriculture
- b. Seafood
- c. Arts & Culture
- d. Aviation/Aerospace
- e. Construction / Development
- f. Forestry
- g. Health Care
- h. International Education
- i. Manufacturing
- j. Professional Services
- k. Technology
- l. Tourism