

COVID-19 Recovery Task Forces and Statement of Work**Report Purpose**

To seek Council approval on the Statement of Work required for supporting the COVID-19 Task Forces as they move to the implementation of their respective workplans.

Recommendation

THAT the COVID-19 Recovery Task Forces facilitation and coordination consultancy Statement of Work, as set out in enclosure 1, be approved.

Our Prioritized Strategic Goals

Goal 1 - Build strong communities to support the diverse needs of residents

Goal 7 - Provide opportunities for public engagement and communication

Report

Following the approval of the Task Force workplans, Council directed Administration to negotiate a contract for the ongoing facilitation and coordination of the Task Force workplans.

While the Task Forces have individual areas of focus, there is overlap between their respective mandates and workplans. Accordingly, thoughtful coordination of the workplans is a critical consideration. Each of the workplans include activities such as data gathering, research, analysis, public/community engagement, advocacy, progress reporting, and communications.

Administration anticipates that internal resources will continue to be used to support the Task Forces, especially in terms of providing subject matter expertise, facilitating engagement with certain County stakeholders, and general task force meeting logistics and functions. However, the consultants will be able to provide support by coordinating Task Force efforts, facilitating Task Force meetings, and supporting the Task Forces in terms of reporting and progress monitoring.

As a first step, Administration worked with the consultants to prepare a Statement of Work (SOW) to identify the key tasks and deliverables to be provided as part of this new contract. The SOW is provided as enclosure 1. The SOW was shared with the three Task Forces for input.

Administration has reviewed the SOW and believes that it will help address the needs of the three Task Forces; however, the scope of the SOW, given the approved budget, was insufficient to address all the engagement and communications needs. Furthermore, responding to the COVID-19 pandemic has increased the County's need for engaging with the Community and communicating timely information. Implementing the task force workplans will require substantial communications efforts. The Emerge Solutions Inc. SOW does not provide for communications and public engagement planning and implementation. A report on how the County can best address this gap will be brought forward to Council in the future.

Council and Committee History

July 14, 2020	Council approved the Task Force workplans and directed Administration to negotiate a consultancy for Task Force support for up to \$40,000 (from previously approved funding – see May 5, 2020).
May 26, 2020	Council approved that “Administration negotiate a contract on behalf of each of the three COVID-19 Recovery Task Forces for consultancy to develop workplans.”
May 12, 2020	Council appointed Councillors Tonita, Parks, and Botterill to the Economic Resilience and Vision Task Force, Councillors Delainey, Berghofer, and Lawrence to the Citizen and Community Support Task Force, and Councillors Smith, Parks, and Anderson to the Recovery Governance Task Force and directed Administration to provide information to each of the three Task Forces on potential facilitators that could be available to support the Task Forces in preparation of initial workplans for Council’s approval.
May 5, 2020	Council gave three readings to the respective Recovery Task Forces and approved funding of up to \$50,000 from the approved \$2 million in emergency funding for Covid-19 pandemic response for each of the three Task Forces.
April 21, 2020	Council gave direction to Administration to prepare the required bylaws to enact the three task forces.

Other Impacts**Policy:** n/a**Legislative/Legal:** n/a**Interdepartmental:** Legislative and Legal Services, Communications, Corporate Services, Emergency Services**Master Plan/Framework:** n/a**Enclosures**

1	Draft Statement of Work for supporting COVID-19 Recovery Task Forces
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