



REPORT

Office of the Chief Administrative Officer

To: Mayor Côté and Members of Council **Date:** 3/23/2020
From: Chief Administrative Officer **File:** 05.1035.10
Item #: 121/2020
Subject: **Scope of Work of Five COVID-19 Working Groups: Council Approval**

RECOMMENDATION

THAT Council approve the scope of work for the Five COVID-19 Working Groups, as outlined in Attachments 1 to 5 of this report.

PURPOSE

The purpose of this report is to provide City Council with the scope of work for five new working groups, all focusing on important components of the COVID-19 pandemic response.

BACKGROUND

Outlined below are the names of the five working groups; they are:

1. COVID 19 At-Risk and Vulnerable Populations Working Group Terms of Reference - Attachment 1
2. Seniors and Persons with Disabilities Working Group Terms of Reference - Attachment 2
3. Business and Working Economy Group Scope of Work - Attachment 3
4. Human Resources Working Group Scope of Work - Attachment 4
5. Emergency Operations IT Working Group - Attachment 5

The first three working groups are exterior, community focused and latter two working groups are internal, operational focused.

ANALYSIS

The actions of the five working groups are essential to address the issues with the COVID-19 pandemic.

Given the pace of change and the actions, at Monday's Council meeting, each working group lead(s) will provide the latest update to City Council.

OPTIONS

There are two options for Council consideration; they are:

Option 1 - Approve the scope of work for the Five COVID-19 Working Groups, as outlined in Attachments 1 to 5 of this report.

Option 2 – Provide staff with further direction.

Staff recommend Option 1

ATTACHMENTS

Attachment 1 - COVID 19 At-Risk and Vulnerable Populations Working Group Terms of Reference

Attachment 2 - Seniors and Persons with Disabilities Working Group Terms of Reference

Attachment 3 - Business and Working Economy Group Scope of Work

Attachment 4 - Human Resources Working Group Scope of Work

Attachment 5 - Emergency Operations IT Working Group Scope of Work

This report has been prepared by
Lisa Spitale, Chief Administrative Officer

Approved for Presentation to Council

A handwritten signature in black ink, appearing to be 'LS', written in a cursive style.

Lisa Spitale
Chief Administrative Officer