

# BURLINGTON ECONOMIC RECOVERY NETWORK LED BY TEAM BURLINGTON



CPRM-02-20 CPRM June 9, 2020



## Burlington Economic Recovery Network Terms of Reference

### Introduction

At the April 20, 2020 meeting City Council supported the establishment of the Burlington Economic Recovery Network (BERN) by Team Burlington. Comprised of Burlington Economic Development, the Burlington Chamber of Commerce, Burlington Downtown Business Association, Aldershot Village BIA, and Tourism Burlington, Team Burlington has been working closely to support the business community in dealing with the impacts of the COVID-19 crisis.

The Burlington Economic Recovery Network will bring together key stakeholders and business leaders from across Burlington to develop a strategy that will prepare our economy for recovery from the crisis. The impacts of COVID-19 are already apparent in our community will continue to be felt long after the state of emergency has ended. It is anticipated that in Burlington alone, just under 2,000 businesses and 29,000 jobs may be directly affected.

### 1. Authority

The Burlington Economic Recovery Network (BERN) is established as part of Burlington's response to combatting the economic impact of COVID-19 and was endorsed by Burlington City Council when Team Burlington presented a COVID-19 report on April 20, 2020.

Direction for the BERN will come from Team Burlington in support of the objectives identified by local businesses.

### 2. Mandate

BERN will work together to advocate for business support at all levels of government, including targeted relief measures and stimulus funding for the hardest hit sectors, which include agriculture, retail, tourism, healthcare and hospitality. The network will focus on cutting "red tape" to help all sectors rebound and get back to business in consultation with the Mayor's Red Tape Red Carpet Task Force reporting.

BERN will provide recommendations and advice to the City of Burlington and the Provincial and Federal Government in their efforts to mitigate the economic impact of the COVID-19 virus on Burlington businesses. Recommendations would target economic resilience through coordinated response, recovery and resilience-building activities.

### **3. Specific Responsibilities**

The responsibility of the BERN is to identify and recommend strategies to:

- Manage short-term business economic impacts; and
- Establish medium and long-term financial and economic resilience plans.

Recommendations would target City-specific actions as well as supportive measures for other levels of government, the local business community and the community at large as needed.

### **4. Reports To**

The BERN can assess information and available expertise, identify suitable remedies and solutions, and deliver recommendations to the City of Burlington and other levels of government through the Chair or designate.

### **5. Composition**

The BERN consists of:

- Mayor or designate, ex officio
- Government Relations Manager or designate, ex officio
- Chief Finance Officer or designate, ex officio
- Executive Director of Community Planning or designate, ex officio
- Customer Experience Executive Lead or designate, ex officio
- Team Burlington Executive Directors (5)
- Up to ten (10) external members appointed by the BERN.  
Individuals with skills in economic recovery, resilience and policy, financial stimulus development and strategic thinking would be recruited. Representation will cover a cross-section of the business community including small, medium and large businesses and from the agriculture, retail, healthcare, tourism and hospitality sectors as well as post-secondary institutions. Confirmation of members would occur in May.

### **6. Resources**

The BERN would receive additional support as required and identified by the Chair.

### **7. Term**

A reassessment of the BERN would occur no later than December 2020. The BERN's cessation or extension for completion of its mandate decision would be the responsibility of Team Burlington.

### **8. Quorum**

A minimum of 50% of BERN voting members.

### **9. Chair**

The Chair of the network would be confirmed at the first meeting by the membership. The Chair will have the ability to appoint a Vice Chair. The Chair would appoint a delegate to lead discussions if both the Chair and Vice Chair are absent.

## **10. Meetings**

The BERN will meet at the call of the Chair. Meetings may take place by any means required. BERN meetings may be cancelled by the Chair giving reasonable notice to all members. Meeting records including agendas, minutes and other documents will be maintained by the recovery network and provided to BERN members.

## **11. Governance**

BERN may establish sub-committees as required to develop sector specific relief strategies.