



REGIONAL DISTRICT OF CENTRAL OKANAGAN
GOVERNANCE AND SERVICES COMMITTEE MEETING
AGENDA

Thursday, June 11, 2020

8:30 a.m.

Woodhaven Board Room
1450 K.L.O. Road, Kelowna, BC

Pages

1. CALL TO ORDER

Chair Given acknowledged that this meeting is being held on the traditional territory of the syilx/Okanagan peoples.

2. ADDITION OF LATE ITEMS

3. ADOPTION OF THE AGENDA

Recommended Motion:

THAT the agenda be adopted.

4. ADOPTION OF MINUTES

4.1 Governance & Services Committee Meeting Minutes - March 12, 2020

1 - 6

Recommended Motion:

THAT the Governance & Services Committee meeting minutes of March 12, 2020 be adopted.

5. CORPORATE SERVICES

5.1 Regional Economic Task Force Terms of Reference

7 - 16

Recommended Motion:

THAT the Governance and Services Committee receives for information the May 27 2020 approved Terms of Reference for the Regional Economic Recovery Task Force.

Recommended Motion:

THAT the Governance and Services Committee receive for information the COVID-19 Response Actions report dated June 4, 2020.

6. ADJOURN

Minutes of the **GOVERNANCE & SERVICES COMMITTEE** meeting of the Regional District of Central Okanagan held at Regional District Offices, 1450 KLO Road, Kelowna, BC on Thursday, March 12, 2020

- Directors:
- J. Baker (District of Lake Country)
 - M. Bartyik (Central Okanagan East Electoral Area)
 - W. Carson (Central Okanagan West Electoral Area)
 - M. Singh, alternate for M. DeHart (City of Kelowna)
 - C. Fortin (District of Peachland)
 - G. Given (City of Kelowna)
 - C. Hodge (City of Kelowna)
 - S. Johnston (City of West Kelowna)
 - G. Milsom (City of West Kelowna)
 - B. Sieben (City of Kelowna)
 - L. Stack (City of Kelowna)
 - L. Wooldridge (City of Kelowna)
- Absent:
- C. Basran (City of Kelowna)
 - J. Coble (Westbank First Nation)
- Staff:
- B. Reardon, Chief Administrative Officer
 - T. Cashin, Director of Community Services
 - J. Foster, Director of Communication & Information Services
 - C. Griffiths, Director of Economic Development & Bylaw Services
 - D. Komaike, Director of Engineering Services
 - M. Kopp, Director of Parks Services
 - C. Teschner, Manager Financial Services
 - M. Drouin, Manager-Corporate Services (recording secretary)

1. **CALL TO ORDER**

Chair Given called the meeting to order at 8:37 a.m.

This meeting is being held on the traditional territory of the syilx/Okanagan peoples.

2. **ADDITION OF LATE ITEMS**

There are no late items for the agenda

3. **ADOPTION OF THE AGENDA**

#GS14/20

BAKER/WOOLDRIDGE

THAT the agenda be adopted.

CARRIED unanimously

4. ADOPTION OF MINUTES

- 4.1 Governance & Services Committee Meeting Minutes - February 13, 2020 & February 20, 2020

#GS15/20

BAKER/MILSOM

THAT the Governance & Services Committee meeting minutes of February 13, 2020 and February 20, 2020 be adopted.

CARRIED unanimously

5. DELEGATION

- 5.1 Regional District of North Okanagan - An Overview of the Regional Growth Strategy (RGS) Amendment Bylaw, RDNO Staff: Laura Frank and Rob Smailes, General Manager Planning presenting

RDNO staff addressed the Committee highlighting their Regional Growth Strategy and amendments to their bylaw. As directed by the *Local Government Act*, regional districts are required to seek acceptance of their RGSs.

Staff reviewed the background, benefits and initiatives of their RGS and the cooperation and collaboration in basin wide initiatives ie: State of the Basin Report 2016, Climate Projections Report and the subregional Conservation Plan. Five year review was initiated in 2015.

Questions and answer period followed.

#GS16/20

HODGE/FORTIN

THAT the Governance and Services Committee receive for information the Regional District of North Okanagan's Regional Growth Strategy Amendment Bylaw No. 2846, 2019 report dated March 12, 2020;

AND FURTHER THAT the Committee recommends the Regional Board of the Regional District of Central Okanagan accepts the Regional District of North Okanagan's Regional Growth Strategy Amendment Bylaw No. 2846, 2019 as required under Section 436 (4) of the Local Government Act.

CARRIED unanimously

- 5.2 Central Okanagan Rent Bank Program

Todd Cashin, Director of Community Services, introduced the BC Rent Bank program.

Project Lead – BC Rent Bank, Melissa Giles, Vancity Community Foundation, via conference phone, provided an overview of the program, its objectives, examples of successes and criteria used. The Province of BC has provided \$10mil for the program (to March 31, 2022). Rent Banks is a

loan for rent, utilities, and security deposits. They are currently developed in areas such as Prince George, Kamloops and various municipalities in the lower mainland. Pilot project models and partnership considerations are being developed in other areas including the Central Okanagan.

Question and answer period followed on how a Rent Bank operates in terms how loans are received and repaid; how is a Rent Bank sustainable over the long term without provincial funding involvement; various models are being followed and considered for sustainability; what role does VanCity Community Foundation play; agencies would operate grants to fund the program (investment in the community); has a model been considered to offer a grant instead of a loan—there are granting programs out there; the Rent Bank program is to regenerate funds to keep operating in the future; a Rent Bank is not a granting body.

RDCO could consider playing a key leadership role in finding an organization to operate a Rent Bank. A tool-kit would be provided to the agencies operating the RentBank. RentBank BC would provide the seed money to the agency if approved. The program is about helping keep people from becoming homeless due to being unable to pay rent or utilities at a specific time.

It was noted that today's delegation was meant as an introduction to the idea of a RentBank, and further that staff will bring forward a report for further discussion on the issues raised today.

#GS17/20

FORTIN/WOOLDRIDGE

THAT the Governance and Services Committee receives for information the Director of Community Services March 12, 2020, Central Okanagan Rent Bank report.

CARRIED unanimously

6. FINANCIAL SERVICES

#GS18/20

CARSON/BAKER

THAT public comment 6.2 be received prior Director of Finance presentation

CARRIED unanimously

6.2 – Public input on the budget was moved forward and input received.

6.1 2020-2024 Financial Plan (2nd Draft)

M. Rilkoff, provided an overview of the minor changes directed by the Committee at its February 20th meeting.

The budgets for the following cost centres have been amended:

- Paid on Call Volunteer Fire Departments: Add \$25k grants to all four departments
- 094 – SWM: Waste Reduction & Recycling: Add grant & increase study costs
- 117 – Sterile Insect Release: Change to Parcel Tax Levies
- 120 – Economic Development Commission: Add \$10k to Film Commission's budget
- 124 – Westside Municipal Recreation: Revised tax rates received from West Kelowna. The average home tax was highlighted.

The tax changes are as follows:

	<i>2019 Total Tax per House. Avg House Value \$741,000</i>	<i>2020 House Value</i>	Feb 20 Draft		Mar 12 Draft	
			2020	2020	2020	2020
			Total Tax per House	Change per Avg House over 2019	Total Tax per House	Change per Avg House over 2019
Kelowna	\$183.85	\$730,000	\$182.12	(\$1.73) -0.937%	\$182.22	(\$1.63) -0.886%
Peachland	211.81	736,500	\$213.97	\$2.16 1.018%	\$214.08	\$2.28 1.072%
Lake Country	208.70	749,500	\$214.87	\$6.17 2.958%	\$214.98	\$6.29 3.013%
West Kelowna	202.69	735,000	\$203.46	\$ 0.77 0.382%	\$203.57	\$0.88 0.435%
C. O. West	637.71	748,000	\$677.24	\$ 39.53 6.199%	\$677.36	\$ 39.65 6.217%
C. O. East	513.57	752,000	\$547.13	\$ 33.56 6.534%	\$547.25	\$33.67 6.557%

6.2 Invitation for the Public to Comment on the 2020-2024 Financial Plan

- Tanya Northcott – Brent Road area resident addressed the Committee. Concern was raised once again regarding the tax implications for the Brent Road area residents regarding the Johnson-Bentley Pool and the Seniors and Youth Community Centres in West Kelowna; requested a second cistern in the area for fire protection; and believes fines for bylaw enforcement matters need to have more 'teeth' in them.

Staff noted that the communication has occurred with West Kelowna Council and staff in regards to service delivery in regards to the Johnson-Bentley Pool and the Seniors and Youth Community Centres in West Kelowna and further work continues in regards to this issue.

6.3 Recommendation to Forward the Draft Budget to the March 23, 2020 Regional Board meeting for final approval

#GS19/20

BAKER/STACK

THAT the Governance & Services Committee receive for information the updated and additional 2020 – 2024 Financial Plan documentation;

AND FURTHER THAT any recommended amendments discussed today be made and brought forward to the Regional Board's final budget meeting on March 23, 2020.

CARRIED unanimously

7. CORPORATE SERVICES

7.1 911 Wireless Call Answer Levy Update

CAO, Brian Reardon, provided an overview of the 911 Wireless Call Answer Levy to advocate for the establishment of a province-wide 911 call answer levy on cell phones and the consistent application of 911 service standards. UBCM has dealt with resolutions at their annual conventions in the past. The history of discussions was highlighted including what it is and why we need it.

Director Singh left the meeting at 11:00 a.m.

Current state of the PSAP system in BC was outlined. The Province undertook consultation in 2015; in July 2016 UBCM issued a letter to the Province to implement a wireless call answer levy with third party administration of funds; in June 2017 the CRTC recommended the Province enact legislation to address issues of coordination, funding PSAP standards, public education and the CRTC mandated networks to be ready for NG911 by December 31, 2020. The Province has been seriously relooking at its role regarding 911 services. All legacy 911 PSAP systems are to be decommissioned by June 30, 2023. The 911 levy rates for provinces was outlined—between \$0.44 to \$0.75 per month.

Director Johnston left the meeting at 11:02 a.m.

In October 2018, the Ministry of Public Safety and Solicitor General notified UBCM the Ministry was reinvigorating work related to 911 emergency communication services. In 2019, a new 911 steering committee was established and is nearing the completion of its mandate.

Question and answer discussion followed.

#GS20/20

SIEBEN/BAKER

THAT the Governance & Services Committee receive the 911 Call Answer Levy report for information;

AND THAT it is recommended that the Regional Board agree to advocate for the establishment of a province-wide 911 call answer levy on cell phones and the consistent application of 911 service standards that are aligned with the federal network of public safety answering points across Canada;

AND FURTHER THAT Chair Given be authorized to send a letter to the Honourable Mike Farnworth, Minister of Public Safety and Solicitor General in support of this matter and cc'd to all regional districts in British Columbia.

CARRIED (Fortin opposed)

8. NEW BUSINESS

No new business.

9. ADJOURN

There being no further business the meeting was adjourned at 11:22 a.m.

CERTIFIED TO BE TRUE AND CORRECT

G. Given (Chair)

B. Reardon (Chief Administrative Officer)



Governance & Services Committee

TO: Governance and Services Committee

FROM: Corie Griffiths
Director, Economic Development and Bylaw Services

DATE: June 11 2020

SUBJECT: Terms of Reference Regional Economic Recovery Task Force

Purpose: To provide an update of the Regional Economic Recovery Task Force terms of reference.

Executive Summary:

The Central Okanagan economy, like economies worldwide, is impacted by the COVID-19 pandemic. Central Okanagan communities, supported by the COEDC, are serving the region by establishing and implementing a regional approach to economic response and recovery.

The regional approach is two-pronged and includes:

- I. Short term **Economic Response Action Team** to help local businesses “**weather the storm**” over the next several months
 - Focus is on ensuring public health and supporting businesses and the labour force through the immediate impacts of business shutdowns and/or severely reduced revenue.
 - Led by the Central Okanagan Economic Development Commission (COEDC) with input from business community stakeholders the development of immediate and short term response activities.
- II. Long term **Regional Economic Recovery Task Force** to develop a strategy to “**emerge stronger**”
 - Task Force will provide Central Okanagan Communities a forum for identifying economic recovery needs.
 - Position and advocate for anticipated stimulus program funding for Central Okanagan businesses and their employees.
 - At a political level, communicate Central Okanagan needs with One Voice to other orders of government.
 - Identify available areas for collaborative projects to support economic recovery.

The COEDC is serving as a conduit of key findings and regional industry insights to the Economic Recovery Task Force in order for the RERTF to advocate the region's needs to other orders of government as well as influence the development of a 3-5 year recovery strategy. Economic impacts of the COVID-19 pandemic are broad and constantly evolving. The Economic Response Action Team and Economic Recovery Task Force are expected to evolve as the region responds to a changing landscape.

On May 27th 2020 the terms of reference for the Regional Economic Recovery Task Force were unanimously approved by the task force.

RECOMMENDATION:

THAT the Governance and Services Committee receives for information the May 27 2020 approved Terms of Reference for the Regional Economic Recovery Task Force.

Respectfully Submitted:



Corie Griffiths
Director of Economic Development & Bylaw Services

Approved for Committee's Consideration



Brian Reardon, CAO

Implications of Recommendation:

Strategic Plan:	Receiving the report for information achieves the Regional Board Strategic Priorities 2019-2022 with respect to "Sustainable Communities" and "Economic Development".
Organizational:	RDCO 2020 operational work plan has been adjusted to provide support to the Recovery Task Force, the COEDC Advisory Council and the Response Action Team.

Background:

The Central Okanagan Economic Development Commission (COEDC) is a service of the Regional District of Central Okanagan, providing economic development services to the communities of Lake Country, Kelowna, Westbank First Nation, West Kelowna, Peachland and electoral areas East and West.

The COEDC is serving the region by establishing and implementing the following response and recovery plans:

1. Communicating the direction and protocols from Interior Health and the provincial and federal levels of government

2. Coordinating with partners to develop a two-phased regional approach:

- A. Response Action Team to help local businesses “weather the storm”; and
- B. Post-pandemic Economic Recovery Task Force to “emerge stronger”.

The Regional Economic Recovery Task Force (RERTF) will provide recommendations for region-wide actions and activities that support measures for other orders of government, as well as our local business community and the Central Okanagan region as a whole.

During the response phase, the focus has been to ensure public health and support businesses and the labour force through the immediate impacts of business shutdowns, and/or severely reduced revenue. The long-term recovery phase will focus on emerging from these crisis stronger and encouraging new opportunities for economic prosperity.

The RERTF will meet monthly or as determined by the Co-chairs commencing in May 2020. The RERTF will communicate to other orders of government the needs, barriers and opportunities of the Central Okanagan as the region transitions to recovery.

It will also guide the development of a long-term economic recovery plan developed to identify and support retention of the business base and inform employer’s mechanisms and resources in order to get people back to work as soon as possible following the response phase.

Financial Considerations: No anticipated changes for 2020. Evaluation of resource needs for 2021 and 2022 will be identified in and dependent on the region’s long term recovery strategy; at such time staff will bring forward a report to the RDCO Board.

Organizational Issues: Unanticipated use of staff resources to administratively support the Task Force.

External Implications: None

Alternative Recommendation: None recommended by staff.

Considerations not applicable to this report:

- Policy:
- Legal/Statutory Authority:

Attachment(s):
CO Response and Recovery Flowchart
TOR Economic Recovery Task Force

REGIONAL ECONOMIC RECOVERY TASK FORCE

This body will communicate to other orders of government the needs, barriers and opportunities of the region as it transitions to recovery.

Co-Chairs:

Chair Given (RDCO)
Mayor Basran (City of Kelowna)

Members:

Mayor of Lake Country
Mayor of Kelowna
Chief of Westbank First Nation
Mayor of West Kelowna
Mayor of Peachland
Chair of RDCO

COEDC ADVISORY COUNCIL

Representation on the COEDC Advisory Council includes appointed elected officials and staff from each Central Okanagan Community as well as industry representation including but not limited to:

Small Business
Aerospace
Agriculture
Construction & Development
Education
Health Care
Manufacturing
Professional Services
Technology
Tourism

ECONOMIC RESPONSE ACTION TEAM

This body provides centralized support and services to help Central Okanagan businesses navigate through the immediate economic impacts.

Led by COEDC with staff from:

District of Lake Country	Community Futures
City of Kelowna	Development Corporation
Westbank First Nation	of Central Okanagan
City of West Kelowna	Tourism Kelowna
District of Peachland	Women's Enterprise Centre
Accelerate Okanagan	Southern Interior
Chamber(s) of Commerce	Development Initiative Trust

TERMS OF REFERENCE

COVID-19 REGIONAL ECONOMIC RECOVERY TASK FORCE

The Central Okanagan Economic Development Commission (COEDC) is a service of the Regional District of Central Okanagan, providing economic development services to the communities of Lake Country, Kelowna, Westbank First Nation, West Kelowna, Peachland and electoral areas East and West.

The COEDC is serving the region by establishing and implementing the following response and recovery plans:

1. Communicating the direction and protocols from Interior Health and the provincial and federal levels of government
2. Coordinating with partners to develop a two-phased regional approach:
 - A. Response Action Team to help local businesses “weather the storm”; and
 - B. Post-pandemic Economic Recovery Task Force to “emerge stronger”.

The Regional Economic Recovery Task Force (RERTF) will provide recommendations for region-wide actions and activities that support measures for other orders of government, as well as our local business community and the Central Okanagan region as a whole.

During the response phase, the focus is to ensure public health and support businesses and the labour force through the immediate impacts of business shutdowns, and/or severely reduced revenue. The long-term recovery phase will focus on emerging from these crisis stronger and encouraging new opportunities for economic prosperity.

The recommendations will focus on measures for a coordinated short-term response, medium-term recovery and long-term resilience-building activities.



CENTRAL OKANAGAN REGIONAL ECONOMIC RECOVERY TASK FORCE (RERTF) – “Emerging Stronger”

Objective:

This body will communicate to other orders of government the needs, barriers, and opportunities of the Central Okanagan as the region transitions to recovery.

It will also guide the development of a long-term economic recovery plan developed to identify and support retention of the business base and inform employers mechanisms and resources in order to get people back to work as soon as possible following the response phase. The plan will also position the region for anticipated stimulus program funding from senior levels of government

Composition:

Chief Elected Official from each order of government in the Central Okanagan:

- RDCO Board Chair (Co-Chair of RERTF),
- Chief of Westbank First Nation,
- Mayor of Lake Country,
- Mayor of Kelowna (Co-Chair of RERTF),
- Mayor of West Kelowna,
- Mayor of Peachland.

COEDC & City of Kelowna staff to provide the RERTF with administrative support and serve as conduit for the COEDC Advisory Council, Industry Roundtables and the Regional Response Action Team.

Input will be provided through Industry Roundtables (approximately 10) facilitated by COEDC staff, reports and presentations from the Response Action Team and the COEDC Advisory Council. The COEDC Advisory Council will provide COEDC staff with industry and community specific economic recovery needs and opportunities. Industry, business associations and local governments are well represented in the 45-person advisory council, including representation from the following:



- 1 elected official and 1 staff appointee from each order of government in the Central Okanagan.
- Board Chair and/or leadership staff from each Chambers of Commerce/Boards of Trade
- GM or appointee, Community Futures Development Corporation of Central Okanagan
- CEO or appointee, Women's Enterprise Centre
- CEO or appointee, Tourism Kelowna
- CEO, Accelerate Okanagan Technology Association
- Industry Leaders providing expertise from the following sectors:
 - Aerospace,
 - Manufacturing,
 - Agriculture/Viticulture,
 - Health,
 - Information and Communications Technology,
 - Tourism,
 - Small business, and
 - Construction and Development

Duties and Responsibilities of the RERTF:

Leveraging the information provided by the industry and broad regional community representation of the COEDC's Advisory Council the Economic Recovery Task Force will be a catalyst for regional economic recovery.

Duties and responsibilities of the RERTF will be as follows:

- Hold monthly virtual or in-person meetings with Chief Elected Officials of each order of government in the Central Okanagan to receive actions and status reports from the Response Action Team, COEDC Staff and City of Kelowna Staff and by delegation.
- Provide Central Okanagan communities a forum for identifying economic recovery needs.
- Position and advocate for anticipated stimulus program funding for the Central Okanagan businesses and their employees.
- At a political level, communicate Central Okanagan needs with One Voice to other orders of government.
- Identify available areas for collaborative projects to support economic recovery.

Timeframe Completing Activities

The RERTF will commence in May 2020 and meet monthly thereafter, with flexibility to dictate changes in meetings as economic conditions change. The Regional Economic Recovery Task Force will be dissolved at the discretion of its members.

Communication Activities

The RDCO will be the primary communication point of contact for communications between the RERTF, the general public, media, stakeholder groups and potential funding agencies with input from the other group members.

REGIONAL RESPONSE ACTION TEAM (RRAT) – “Weathering the Storm”

Objective:

To provide centralized support and services to help Central Okanagan businesses navigate through the immediate economic impact of COVID-19.

Composition:

Led by the COEDC with staff from:

- Accelerate Okanagan
- Chamber(s) of Commerce
- City of Kelowna,
- City of West Kelowna,
- Community Futures Development Corporation of Central Okanagan
- District of Lake Country,
- District of Peachland
- Tourism Kelowna
- Westbank First Nation,
- Women’s Enterprise Centre, and
- Southern Interior Development Initiative Trust

COEDC staff to provide reports from the [COEDC Advisory Council](#) to the RRAT.

Duties and Responsibilities of the Regional Response Action Team

Duties and responsibilities of the RRAT will be as follows:

- Role of Chair:
 - chair weekly information-sharing meetings (virtual or in-person as appropriate)
 - collate feedback, activity reports and business information into a collective report (One Voice) to be provided to the RERTF, COEDC Advisory Council and community as described in communications strategy
- Roles of team members:
 - Participate in weekly calls
 - Share survey results or other findings from clients or community represented
 - Triage and refer inquiries from businesses appropriately to ensure high degree of service to business community
 - Identify opportunities for collaboration or cross-pollination of ideas

Connection to Regional Economic Recovery Task Force

COEDC Staff will facilitate meetings and reporting in an efficient and coordinated manner taking into consideration the need to share updates on current activities:

- Monthly summary report from RRAT to RERTF
- COEDC to inform RRAT of any issues or initiatives discussed and developed by the RERTF.

Timeframe Completing Activities

The RRAT will initially meet weekly, with flexibility to move to bi-weekly meetings as conditions change. Once the RERTF is established, it is envisaged that the RRAT will meet monthly until there is a long term recovery plan in place.

Communication Activities

The COEDC will be the primary communication point of contact for communications between the RRAT, RERTF, the general public, media, stakeholder groups and potential funding agencies with input. See Appendix 1. RERTF/RRAT/COEDC Relationship Flowchart.



Governance & Services Committee

TO: Governance and Services Committee

FROM: Brian Reardon
Chief Administrative Officer

DATE: June 4, 2020

SUBJECT: COVID-19 Response Actions

Purpose: To provide an update on operational actions underway to reduce the impact of COVID-19 on Regional District employees and residents accessing RDCO services.

Executive Summary:

Further to the April 23, 2020 report to the Regional Board on COVID-19 response actions, areas of response continue to be focused on:

- Community and staff safety
- Provision of essential services
- Balanced use of financial resources and resident/business support
- Contribution to regional economic recovery

As you are aware, the situation with COVID-19 virus continues to evolve throughout Canada as well as British Columbia. Staff continues to monitor the situation and adapt as needed.

The Province has begun a phased approach to re-open BC. Phase 1 – Essential services operating during COVID-19 ended May 18, 2020, and currently BC is in Phase 2 with the opening of some businesses, recreation and sports, parks, etc. under enhanced protocols. Citizens are still being asked to stay close to home and avoid any travel between communities that is not essential. Each phased reopening response will continue to depend upon containment of the virus.

The Regional District, like other local governments in the region, is taking direction from WorkSafeBC regarding the protocols for returning to operation. The RDCO is developing a COVID-19 safety plan which includes policies and procedures to reduce the risk of COVID-19 transmission for staff and residents accessing RDCO facilities and services.

To date the following steps have been taken.

Community and Staff Safety

- The number of staff in the workplace has been reduced, implementing work-from-home arrangements.
- Wherever possible service delivery has shifted from in-person to online and phone service which continues to be effective.

- Physical distancing has been increased in all meeting rooms and communal areas. In staff work areas, where physical distancing can't always be maintained, as per WorkSafe protocol, plexiglass barriers have been ordered. Due to the overwhelming response for plexiglass from all sectors throughout Canada, it will take time for barriers to be installed. Signage is in place reminding staff of safety measures which need to be followed ie: sanitizing, physical distancing.
- As required by WorkSafeBC, a COVID-19 Sick Policy and Vehicle Safety Policy has been approved.
- Enhanced cleaning protocols are in place in Regional District facilities and fleet vehicles.
- Further office protocols are being developed with guidance from WorkSafeBC and will be implemented prior to Regional District facilities being reopened to the public. Unlike municipal offices the number of public attending administrative buildings can be quite low and can easily be managed when it is safe to reopen.
- Regional Parks have remained open from the beginning with physical spacing measures and additional cleaning. Some assets like playgrounds were closed, but have now been reopened in coordination with local governments across the Okanagan valley.

Balanced use of financial resources and resident/business support

- While summer student hiring was paused, in services with high need and safety requirements met, several students have now been hired.
- Regional District bylaws were amended waiving late fees on utility bills for the remainder of 2020.

Provision of Essential Services

- Personal Protective Equipment is secured for the four electoral area fire departments.
- Essential Services Agreement has been approved by all regional local governments.
- Staff continues to be ready to respond to emergencies through the Emergency Operation Centre.


Contribution to Economic Recovery

- Economic Development staff continue to liaise with all regional local governments on the Regional Economic Task Force.
- Continue to support local business and industry through the Central Okanagan Economic Development Commission.

RECOMMENDATION:

THAT the Governance and Services Committee receive for information the COVID-19 Response Actions report dated June 4, 2020.

Respectfully Submitted:



Brian Reardon
Chief Administrative Officer

Prepared by: M. Drouin, Manager Corporate Services

Attachment(s): April 23, 2020 Board Report-COVID-19 Response Actions



Regional Board Report

TO: Regional Board

FROM: Brian Reardon
Chief Administrative Officer

DATE: April 23, 2020

SUBJECT: COVID-19 Response Actions

Voting Entitlement: All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208.1

Purpose: To provide the Regional Board with an update on operational actions underway to reduce the impact of COVID-19 on the community.

Executive Summary:

The situation with COVID-19 virus continues to rapidly evolve in British Columbia. The Regional District of Central Okanagan (RDCO) is carefully monitoring the situation and adapting as needed.

Areas for response have been focused on:

- Community and staff safety
- Provision of essential services
- Balanced use of financial resources and resident/business support
- Contribution to regional economic recovery

RECOMMENDATION:

THAT the Regional Board receive for information the April 23, 2020 report from the Chief Administrative Officer regarding the Regional District of Central Okanagan's COVID-19 response actions.

Respectfully Submitted:

A handwritten signature in black ink that reads "Brian Reardon".

Brian Reardon
Chief Administrative Officer

Prepared by: Jodie Foster, Director of Communications & Information Services

Implications of Recommendation:

Strategic Plan: Supporting Sustainable Communities and Economic Development and operating within the values in the Strategic Plan.

General: The COVID-19 Pandemic is an unprecedented situation

Organizational: The RDCO is responding to the needs of the community through its services.

Financial: Fiscal Responsibility continues in these uncertain times to deliver the RDCO's services.

Policy: N/A

Legal/Statutory Authority: As per legislation, Ministerial Orders and Guidelines

Background:

The situation with COVID-19 virus continues to rapidly evolve in British Columbia. The Regional District of Central Okanagan (RDCO) is carefully monitoring the situation and adapting as needed.

Areas for response have been focused on:

- Community and staff safety
- Provision of essential services
- Balanced use of financial resources and resident/business support
- Contribution to regional economic recovery

Safety

The RDCO is closely following the direction of the public health experts from Interior Health, the BC Ministry of Health and the Public Health Agency of Canada to protect staff and the residents who use RDCO services.

Actions:

- Activated the Emergency Operation Centre for a Level 1 response to coordinate advance planning and purchasing of some essential items like personal protective equipment for local government first responders
- Shifted service delivery from in-person to online and phone where ever possible. This includes the temporary closure of public facing facilities
- Incorporated physical distancing in regional parks including increasing spacing between parking stalls and installation of signage to keep parks open, meeting residents' need for exercise and outdoor space
 - Closed facilities such as playgrounds where requirement for physical distancing cannot be met
 - Portable washrooms added in parks higher traffic and vulnerable population

Essential services

The RDCO continues to provide essential services either directly or through contracts including the water utilities, waste water treatment plant and sewer collector systems, fire departments and solid waste management and external communications.

Actions:

- Secured required personal protective equipment and ensured adequate staffing for business continuity of RDCO services directly delivered
- Worked with key contractors to ensure business continuity for contracted services
- Ensured supply chain security for required materials for water and waste water services
- Secured essential services agreement with local governments across the regional for continuity of local authority services

Financial resources and resident / business support

The RDCO has taken a fiscally balanced approach to the 2020 budgeted expenditures by reducing spending in areas where work must be curtailed to meet health restrictions, and continuing with essential projects and those where meaningful work can still take place to keep local businesses working and staff employed. The RDCO is also helping support residents and businesses with the following actions:

Financial resource actions:

- Suspended all staff travel and training
- Suspended recruitment of new positions outside of those required for essential services
- Reduced recruitment of summer students
- Cancelled public facing programs and events like the Repair Café and Trunk Sale and park programming
- Continuing with capital projects for essential services such as upgrades to the Waste Water Treatment Plant (TWAS vault)

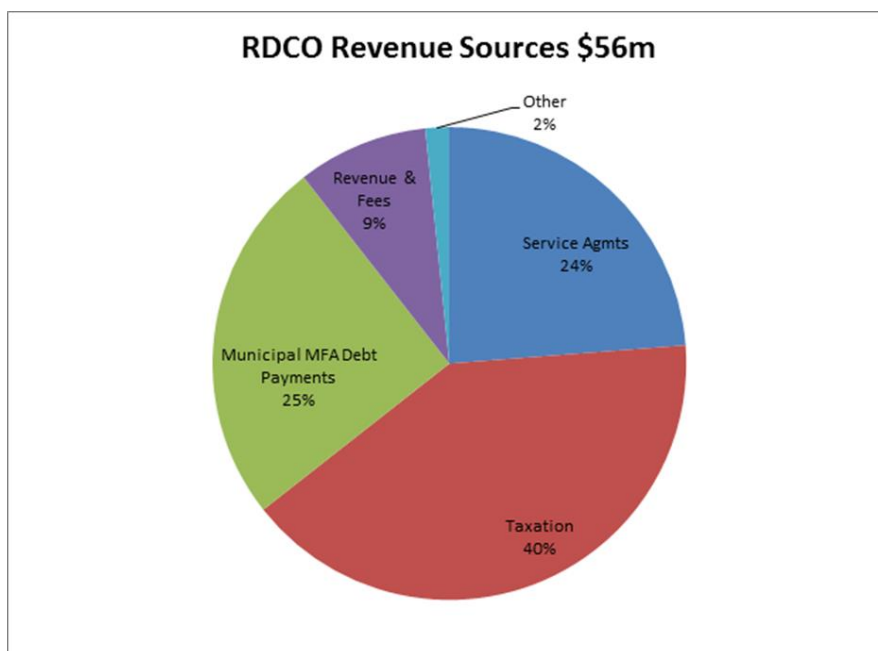
Support actions:

- Giving Regional Board consideration to suspending late payment penalties on utility bills
- Continuing to review and process development permits and issue building permits online and by appointment so development and construction can continue
- Keeping essential services like the water utilities, waste water collection, garbage and recycling services all running smoothly to support residents and businesses
- Providing information to residents regarding the Province's tax deferment programs for:
 - those over 55 years of age,
 - a surviving spouse of any age,
 - a person with disabilities or
 - families with children
 - Visit <https://www2.gov.bc.ca/gov/content/taxes/property-taxes/annual-property-tax/defer-taxes>)

It is important to note that the RDCO operates differently as a regional district compared to a municipality. The RDCO does not tax property owners in the region directly and is legislatively required to submit the budget bylaw to the Province before the end of March.

The final budget bylaw was passed by the Regional Board on March 23, 2020. The RDCO's total budget for 2020 is \$56 million. Tax requisitions of \$22.7 million (40 per cent of the budget) have been submitted to the Province and Municipalities for collection, as required.

Any changes made to the 2020 budget now will not change the tax requisition for 2020 but may offset costs in 2021 through surplus funds. Municipal debt payments to the Municipal Finance Authority of BC (MFABC) totaling \$14.3 million (25 per cent of the budget) must be received and made via the RDCO on time.



Economic recovery

The Central Okanagan Economic Development Commission (COEDC) is a function of the Regional District of Central Okanagan and is working to facilitate both immediate and long term business needs discussions in our community.

Short term actions:

Focus is on providing information resources for facilitation of public health and supporting businesses and the labour force through the immediate impacts of business shutdowns and/or severely reduced revenue.

- Serving as a conduit for local economic development/business support organizations to encourage a coordinated regional approach to response and recovery
- Creating and sharing plain language guides published by Federal and Provincial business supports.
- Hosting resources at InvestKelowna.com/covid19
- Acting as a concierge service and offering 1:1 support and guidance to business.
- Monitoring and advocating on behalf of local business needs to provincial and federal bodies without creating additional burden for businesses.
- Engaging the COEDC Advisory Council and Executive

Long term actions:

Over the next 4-18 months the COEDC will focus on assisting the region to emerge from this crisis stronger.

- Facilitate development of a strategy for the Regional Mayor's and WFN Chief's Economic Recovery Task Force to re-energize the Central Okanagan economy, retain the business base and support employers and workers in getting people back to work as soon as possible following the response phase.
- Position the region for anticipated stimulus program funding from senior levels of government