

## 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.

