



Alberni-Clayoquot Regional District

COVID-19 COMMUNITY RECOVERY TEAM MEETING

JUNE 2, 2020, 9:30 AM

Via Zoom Video Conferencing

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Territories.	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>ADOPTION OF MINUTES</u>	
a. COVID-19 Community Recovery Team Meeting held May 20, 2020	2-4
<i>THAT the minutes of the COVID-19 Community Recovery Team meeting held on May 20, 2020 be received.</i>	
4. <u>CORRESPONDENCE FOR ACTION/INFORMATION</u>	
5. <u>REPORTS</u>	
a) Community Stakeholder Group membership.	5-7
o Invitations sent May 29 th , copy of invitation included with agenda.	
b) Community Stakeholder Group webinar. Proposed dates and format.	
o Verbal report and discussion.	
c) Update on ACRD and CPA return to work and open for business plans	
o Verbal report from Douglas Holmes and Tim Pley.	
d) Action Plan Progress Tracker	8-12
o Attached progress tracker updated May 29, 2020.	
<i>THAT reports a-d be received for information.</i>	
6. <u>UNFINISHED BUSINESS</u>	
7. <u>ADJOURN</u>	



**MINUTES OF THE COVID-19
COMMUNITY RECOVERY TEAM (CRT) COMMITTEE
MEETING HELD ON WEDNESDAY, MAY 20, 2020, 2:00 PM**

Due to COVID-19 pandemic, meeting conducted via Zoom video/phone conferencing

MEMBERS

John Jack, Chairperson, ACRD Chairperson & Councilor, Huu-ay-aht First Nations

PRESENT:

Sharie Minions, Mayor, City of Port Alberni & ACRD Director

Wendy Thomson, (Acting CAO), GM of Administrative Services, ACRD

Tim Pley, CAO, City of Port Alberni

Stephanie Bruvall, Environmental Health Officer, Island Health

Heather Zenner, Protective Services Manager and EOC Director, ACRD

Alex Dyer, Planner and EOC Recovery Planning Unit Coordinator, ACRD

REGRETS:

Douglas Holmes, CAO, ACRD

STAFF PRESENT:

Julia Martin, Administrative Assistant, ACRD

1. CALL TO ORDER

The EOC Director called the meeting to order at 2:01 pm.

The EOC Director recognized the meeting this afternoon is being held in the Tseshaht First Nation and the Hupacasath First Nation Territories.

2. APPROVAL OF AGENDA

THAT the agenda was approved as circulated by consensus.

3. ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2020

ELECTION OF CHAIRPERSON FOR 2020

The EOC Director conducted the election for Chairperson of the CRT Committee for 2020.

The EOC Director requested nominations three times. Tim Pley nominated John Jack. John Jack accepted the nomination. Tim Pley nominated Sharie Minions. Sharie Minions declined the nomination.

The EOC Director declared John Jack to the position of Chairperson of the CRT Committee for 2020.

ELECTION OF VICE-CHAIRPERSON FOR 2020

The EOC Director conducted election of Vice- Chairperson of the CRT Committee for 2020.

The EOC Director requested nominations three times. Tim Pley nominated Sharie Minions. Sharie Minions accepted the nomination.

The EOC Director declared Sharie Minions to the position of Vice-Chairperson of the CRT Committee for 2020.

Chairperson Jack assumed the Chair.

4. MEETING SCHEDULE, FREQUENCY AND FORMAT

During the initial phase, meetings will be conducted more frequently. Will start with bi-weekly meetings to see if it meets the needs of the group.

5. COMMUNITY STAKEHOLDER GROUP (CSG) MEMBERSHIP

Committee discussion included the following:

- Breaking down the CSG into an Economic Recovery Working Group and a Health Recovery Working Group
- Pat Deakin, Economic Development Officer, CPA and Bill Collette, AV Chamber of Commerce have both reached out and requested to be a part of the CSG
- Webinar format for the first CSG meeting to limit the number of people participating directly
- Request consistency of members from each group that participates – set schedule ahead of time and make the groups aware
- The Path to Recovery Plan identifies a Health Recovery Working Group and an Economic Recovery Working Group. Discussion around looking for other natural clusters within the stakeholder group
- Add banks and churches that do not fall within the merchants associations already mentioned as well as the Friendship Centre

6. ACTION PLAN PROGRESS TRACKER

- The Action Plan Progress tracker will be posted to the ACRD and City of Port Alberni websites regularly to show the progress that is being made
- Have a notes column that is only visible to the CRT group to add progress notes

7. OTHER BUSINESS

8. ADJOURN

*It was determined by consensus that this meeting be adjourned at 2:45.
The next meeting of the CRT will be on June 2, 2020 at 9:30 am.*

Certified Correct:



John Jack,
Chairperson



Heather Zenner
Protective Services Manager
EOC Director

From: [Julia Martin](#)
Bcc:

Updated: COVID-19 Community Stakeholder Group Invitation
May 29, 2020 10:05:09 AM
[ACRD-CPA COVID-19 Recovery Plan_20200507_v1.3.pdf](#)

Subject:
Date:
Attachments:

I apologize for the first message sent in error.

Good afternoon,

You are invited to participate in the COVID-19 Community Stakeholder Group. The Alberni-Clayoquot Regional District (ACRD) and the City of Port Alberni (CPA) have jointly published the “ACRD-CPA COVID-19 Path to Recovery Plan” (attached) and we want to work with you to ensure the ongoing implementation of the Plan is relevant to the needs of the community. Please find details below on the Path to Recovery Plan, how you can participate to help guide implementation and what commitment we would ask of Community Stakeholder Group participants.

Request: That your organization appoint one or more representatives to participate in the COVID-19 Community Stakeholder Group.

Background

The Plan intends to chart a pathway for recovery in the region while taking direction from the Provincial Health Officer and fitting within the COVID-19 response and recovery framework provided by the Province. The Plan considers public health strategies, economic recovery initiatives, business continuity and organizational procedures with a goal of promoting resiliency and guiding the return to normalcy within the region.

The implementation of the Path to Recovery Plan is guided by the COVID-19 Community Recovery Team which includes representatives from the ACRD, City of Port Alberni and Island Health. This action-oriented committee will direct recovery activities and advise elected officials on the goals, objectives and strategies identified in the Plan. The actions identified in the Path to Recovery Plan are community motivated and we recognize the need to concentrate activities on the recovery needs within the region. We propose to maintain focus on community needs by bringing together a **COVID-19 Community Stakeholder Group**.

Your organization has been identified as a key recovery stakeholder within the community and we are inviting your participation on the Community Stakeholder Group (CSG). The CSG will include broad representation from local government, First Nations, health and community service organizations, emergency services and representatives from the business community. Guided by principles of accountability and transparency, the CSG will be consulted by the Community Recovery Team during the implementation of the Path to Recovery Plan to ensure that the Plan continues to address the needs of the community.

How would you participate?

The Community Recovery Team will host a webinar in June (date TBD) where we will present the goals, objectives and strategies of the Path to Recovery Plan to Community Stakeholder Group participants. This will be an opportunity to gather as a group to learn more about how we are working together to chart a path to COVID-19 recovery in our communities.

After the initial webinar presentation, the CSG would be engaged regularly to review progress of Plan implementation, guide recovery priorities where possible, and refocus activities on community needs. The CSG participants will have access to communicate with ACRD and CPA personnel engaged in recovery activities and be given an opportunity to provide direct feedback to the Community Recovery Team. The level of participation is entirely dependent upon the capacity of your organization. We expect the timeline for Plan implementation to extend into winter/spring 2020-2021 as our region works toward long-term recovery from COVID-19. Participation will focus primarily on online engagement with an opportunity to concentrate within focus areas depending on topical and regional interests of participant groups.

Time Commitment

The Community Recovery Team recognizes the realities of the current COVID-19 situation; organizations are stretched to capacity as you work toward achieving a new sense of normalcy. We are asking you to participate in any capacity you can manage within the current environment. We strive to be as inclusive as possible in our stakeholder involvement and we appreciate any guidance you can provide. The list of community stakeholders is provided in the Path to Recovery Plan on pg. 10-11. If there are any community organizations that you think we should be engaging with, please feel free to pass along this email.

Questions

If you have any questions at all about the COVID-19 Path to Recovery Plan or the involvement of the Community Recovery Team and the Community Stakeholder Group, please do not

hesitate to contact Alex Dyer, Recovery Unit Coordinator. Alex can be reached at adyer@acrd.bc.ca or 250-720-2708.

Thank you, we look forward to working together on recovery within our communities.

Julia Martin

Administrative Assistant

Phone: (250) 720-2702

Fax: (250) 723-1327

Email: jmartin@acrd.bc.ca



This email is confidential and may be privileged. Any use of this email by an unintended recipient is prohibited. If you receive this email in error please notify me immediately and delete it.

 Please consider the environment before printing this email

Path to Recovery Action Plan – Status Tracker Updated May 29, 2020

Objective #1: Promote the physical and mental well-being of residents and staff.				
Strategy		Responsibility	Timeline	Status
<i>Promoting Well-being of Residents</i>				
1.1	Compile information about public health services and resources available to residents and communicate within the region. Highlight mental health support.	ACRD Protective Services (PS) Manager, Island Health, Alberni-Clayoquot Health Network (ACHN)	Immediate	Completed. Letsconnectpa.ca
1.2	Share education materials and resources that facilitate access to hygiene and cleaning supplies to vulnerable un-sheltered residents.	ACHN, Island Health, BC Housing	Immediate	In Progress
1.3	Coordinate inclusive plan for accommodating vulnerable un-sheltered residents required to self-isolate or quarantine.	Island Health, BC Housing	Immediate	In Progress
1.4	Coordinate <i>Health Recovery Working Group</i> within the Community Stakeholder Group to include key stakeholders from the public health community and government.	ACHN, Island Health	Immediate	CSG invites sent May 29/20
1.5	Promote “Grow Local” program to encourage residential backyard gardening and food production.	ACRD Planning, Agricultural Support Workers	Immediate	In Progress. Resources shared by email list and Facebook
1.6	Increase capacity for public washroom facilities in the region to improve access to hygiene. Investigate mobile sanitary stations.	ACRD/CPA Facilities Management, Island Health	Long-term	City facility open for vulnerable residents.
1.7	Advocate for addressing social inequities highlighted by the pandemic event: housing, food security, social determinants of health, basic needs.	ACHN, ACRD Board, CPA Council, Island Health	Long-term	Planned
<i>Promoting Well-being of all workers including ACRD and CPA Staff</i>				
1.8	Compile information about promoting workplace safety, promoting safe working environments, zero tolerance for sickness in the workplace and communicate to employers within the region.	ACRD PS Manager, Island Health, Chambers of Commerce	Immediate	In Progress
1.9	Highlight safe working practices for employees working remotely: working alone procedures, ergonomics, mental health supports.	ACRD/CPA Human Resources	Immediate	In Progress. Resources sent to staff.
1.10	Develop cleaning and sanitization plan for all ACRD and CPA facilities accessible to the public.	ACRD/CPA Facilities Management	Immediate	Completed
1.11	Communicate Provincial COVID-19 testing strategy to staff.	ACRD PS Manager, ACRD/CPA Management	Immediate	Completed

1.12	Develop “return to work” plan for employees returning to their office space after working remotely. Focus on communicating safety measures in place.	ACRD/CPA Management	Immediate	In Progress. ACRD/CPA communicating with staff
1.13	Develop “open for business” plan that considers signage and protective measures that must be in place before facilities are opened again to the public.	ACRD/CPA Management	Immediate	In Progress. ACRD/CPA communicating with staff
1.14	Develop policy for Personal Protective Equipment (PPE) use by essential workers exposed to the public.	ACRD/CPA Management	Immediate	Planned
1.15	Stockpile six-month supply of PPE supplies required by essential workers exposed to the public.	ACRD PS Manager, CPA Management	Medium-term	Planned

Objective #2: Encourage the financial recovery of businesses and residents.				
Strategy		Responsibility	Timeline	Status
<i>Support for Business</i>				
2.1	Compile government financial recovery resources available to businesses and communicate within the region.	ACRD PS Manager, ACRD/CPA Finance Staff, Chambers of Commerce, Community Futures	Immediate	Completed. Letsconnectpa.ca
2.2	Develop capacity to assist businesses with filling out forms and applying for financial recovery assistance.	CAO, Protective Services Manager, Finance Department, Community Futures, Chambers of Commerce	Immediate	In Progress. Community Futures leading.
2.3	Align economic recovery activities with City of Port Alberni Economic Recovery Strategy.	ACRD/CPA Management, Economic Development Officer	Immediate	In Progress
2.4	Advocate for measures to assist businesses/entrepreneurs that do not meet criteria for existing federal and provincial support programs.	Economic Development Officer, Chambers of Commerce, Elected Officials	Immediate	Planned
2.5	Coordinate <i>Economic Recovery Working Group</i> within the Community Stakeholder Group to include key stakeholders from the local business community and government.	Economic Development Officer, Chambers of Commerce	Immediate	CSG invites sent May 29/20
2.6	Develop “Shop Local” campaign to promote local retail businesses.	Economic Development Officer, Chambers of Commerce	Immediate	In Progress. AVCOC launched buy in PA webpage
2.7	Develop City of Port Alberni payment extensions and interest-free deferrals for user fees and leases for commercial and industrial operators in the City.	CPA CAO, CPA Finance Department, CPA Council	Immediate	In Progress

2.8	Develop ACRD payment extensions and interest-free deferrals for user fees and leases for commercial and industrial operators in the region.	ACRD CAO, ACRD Finance Department, ACRD Board of Directors	Immediate	In Progress
2.9	Prepare resources to assist businesses to plan for physical distancing: web presence, social media, remote ordering system, remote payment options, product delivery.	Economic Development Manager, Chambers of Commerce, Community Futures	Immediate	In Progress
2.10	Engage with agricultural producers to determine industry needs and identify measures that can be achieved locally to support farmers.	ACRD Agricultural Support Workers	Immediate	In Progress. Letter sent to Min. of Ag. May 11/20
2.11	Support for businesses looking to shift business model and support for those looking to sell or lease operations.	Economic Development Manager	Immediate	Planned
2.12	Review supply chains and labour markets for key local industries to identify possible alternatives.	Economic Development Manager	Immediate	Planned
2.13	Identify shovel-ready projects in anticipation of infrastructure grant opportunities from federal and provincial governments.	ACRD/CPA CAOs, Department Managers, Elected Officials	Medium-term	Planned
2.14	Develop supplier and contractor list to support recovery effort with a focus on local businesses	ACRD/CPA Management, Chambers of Commerce	Medium-term	Planned
2.15	Attract new investment into the community and promote opportunities for economic diversification.	Economic Development Manager	Long-term	Planned
<i>Support for Residents</i>				
2.16	Compile government financial recovery resources available to residents and communicate within the region.	ACRD PS Manager, ACRD/CPA Finance Staff, Chamber of Commerce, Community Futures	Immediate	Completed. Letsconnectpa.ca
2.17	Develop City of Port Alberni payment extensions and interest-free deferrals for user fees for residents and property owners in the City.	CPA CAO, CPA Finance Department, CPA Council	Immediate	In Progress
2.18	Develop ACRD payment extensions and interest-free deferrals for user fees for residents and property owners in the region.	ACRD CAO, ACRD Finance Department, ACRD Board of Directors	Immediate	In Progress
2.19	Advocate for support of daycare facilities and schools to allow non-essential workers to return to work and to improve options for essential workers.	ACRD Board of Directors, CPA Council	Medium-term	Planned

Objective #3: Foster business continuity within the organizations.			
Strategy	Responsibility	Timeline	Status
3.1	Maintain list of essential functions and establish expectations of essential workers.	ACRD/CPA Management	Immediate Completed
3.2	Track departmental procedures to allow for continuity in the long-term absence of sick or reassigned staff.	ACRD/CPA Management	Medium-term In Progress
3.3	Establish backup personnel for key positions in each department to allow for continuity in the long-term absence of sick or reassigned staff. Consider leadership succession.	ACRD/CPA Management	Medium-term In Progress
3.4	Establish procedures and expectations for staff working remotely.	ACRD/CPA Management	Medium-term In Progress. ACRD Policy adopted May 7/20
3.5	Conduct cross-training for essential functions to provide backup and redundancy.	ACRD PS Manager, ACRD/CPA Management	Medium-term In Progress. Mutual aid agreements.
3.6	Establish procedures for holding Committee and Commission meetings remotely.	ACRD/CPA Information Technology staff, ACRD/CPA Management	Medium-term Completed
3.7	Develop policy for staff quarantine, self-isolation and self-monitor requirements for future pandemic events.	ACRD/CPA Management	Long-term Planned

Objective #4: Improve communication with the public.			
Strategy	Responsibility	Timeline	Status
4.1	Purchase additional sandwich boards to be used in Bamfield and Long Beach for communication during an event. Establish procedures with staff/contractors in the area for placement within the community.	ACRD PS Manager, Bamfield Community Emergency Planning Coordinator, ACRD Long Beach Airport staff, EOC Information	Immediate In Progress. Additional signage in AV
4.2	Prepare public communication materials detailing local food opportunities: access to local food markets, connecting farmers with consumers, education materials promoting backyard growing.	ACRD Agricultural Support Workers	Immediate Completed and ongoing.
4.3	Investigate most effective digital and social media communication methods in Bamfield and Long Beach	ACRD PS Manager, EOC Information, Bamfield Community Emergency Coordinator	Immediate Bamfield complete, LB planned.
4.4	Establish and resource an ACRD Facebook page to promote a wider audience.	ACRD Management, ACRD Board of Directors	Medium-term Planned
4.5	Investigate the use of other social media platforms to promote a wider audience.	ACRD PS Manager, CPA Manager of Communications, EOC Information	Medium-term Planned

4.6	Promote collaboration with First Nations organizations to improve communication within First Nations communities.	ACRD/CPA Management	Medium-term	In progress. 10 FNs invited to CSG
4.7	Develop online survey to gather public feedback on the ACRD and CPA's readiness for a pandemic event.	ACRD PS Manager	Long-term	Planned
4.8	Develop a government responsibility matrix to communicate which levels of government are responsible for specific actions affecting the community.	ACRD PS Manager	Long-term	Planned

Objective #5: Evaluate the organizational response to COVID-19 pandemic to plan for similar events in the future.				
Strategy		Responsibility	Timeline	Status
5.1	Plan for emergency shelter of residents in the event of an unrelated emergency evacuation order during pandemic event.	ACRD PS Manager, EOC Planning Section, Emergency Social Services Section	Immediate	Completed. ESS Plan developed
5.2	Plan for EOC staffing in the event of an unrelated emergency during pandemic event.	ACRD PS Manager, EOC Planning Section	Immediate	In progress
5.3	Highlight mental health services and resources available to EOC staff during pandemic event.	ACRD/CPA Management, ACRD PS Manager, Island Health	Immediate	In progress and ongoing
5.4	Evaluate emergency response in Bamfield and Long Beach on an ongoing basis to improve connectivity with EOC based in Port Alberni.	ACRD PS Manager, Bamfield Community Emergency Coordinator	Immediate	In progress
5.5	Evaluate connectivity and collaboration with other EOCs in the region: District of Tofino, District of Ucluelet, First Nations, adjacent local governments.	ACRD PS Manager	Medium-term	In progress
5.6	Build redundancy in staff EOC training to allow for staff overlap and depth.	ACRD PS Manager	Medium-term	In progress. EOC training ongoing
5.7	Develop staff matrix with backups for all EOC positions. Update staff matrix biannually.	ACRD PS Manager	Long-term	Planned
5.8	Establish guidelines for best practices in communicating with staff during pandemic event following the WHO mental health and psychosocial guidelines.	ACRD/CPA Management, ACRD PS Manager	Long-term	Planned
5.9	Coordinate meeting with local health administrators to discuss capital investments required to respond to a pandemic event: ventilators, intensive care units, PPE, community hygiene stations.	ACRD/CPA Management, ACRHD Board, Island Health	Long-term	Planned