

**DATE:** May 7, 2020

**FILE:** 7130-20/CV

**TO:** Chair and Directors  
Regional District Board

**FROM:** Russell Dyson  
Chief Administrative Officer

Supported by Russell Dyson  
Chief Administrative Officer

*R. Dyson*

**RE: COVID-19 Action Teams**

### **Purpose**

To advise of the formation and status of the Comox Valley Regional Districts COVID-19 Action Teams (CATs)

### **Recommendation from the Chief Administrative Officer:**

For information only.

### **Executive Summary**

On April 15, 2020 the concept of COVID-19 Action Teams (CATs) was brought forward to the Executive Management Team in response to feedback from the Directors inquiring into how the Comox Valley Regional District (CVRD) could provide additional community support specific to the COVID-19 pandemic.

The purpose of CATs is to explore opportunities to support our community's non-profit groups and associations during the COVID-19 crisis. CVRD managers were asked to identify individuals within their department that would have capacity to provide support for this initiative either directly on CATs or through the action plans. Currently there are 25 CVRD personnel on the CATs resource list. On average these individuals may provide up to three to four hours per work week. Communication to all staff was also distributed highlighting the purpose of CATs and to solicit feedback/suggestions on possible community support.

CATs officially kicked off the week of April 27 with the group identifying the scope of CATs, compiling a comprehensive list of community groups to contact, and developing key messaging and scripts. From this it was determined that CATs have a three-stage approach:

1. Identify potential gaps between existing local/Provincial/Federal supports and the community group's needs;
2. Identify, develop, and recommend action plans to support where feasible; and,
3. Coordinate internal resources to support Stage 2.

At the time of writing of this report CATs had connected with 25 community groups. The overall message is clear from the groups contacted that they are very happy we are reaching out to them and many have said that they appreciate the support the CVRD has already provided.

CATs will continue to expand the list of community groups but will develop potential action plans given the information gleaned from the community groups contacted to date. Resource allocations will be considered by the Chief Administrative Officer and the manager responsible to ensure resources are applied appropriately without compromise to our services.

Prepared by:

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Ellen Jackson  
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Concurrence:

*J. Warren*

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James Warren  
Deputy Chief Administrative Officer