



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-060

From: Teri Vetter, Chief Financial Officer

Date: February 18, 2021

Subject: **COVID-19 Safe Re-Start Grant**

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize the reimbursement of 2020 PRRD costs associated with safety protocols implemented due to COVID-19 in the amount of \$75,755 from the COVID Reserve Fund.

BACKGROUND/RATIONALE:

On the December 11, 2020, the Regional Board made the following resolution:

MOVED, SECONDED, and CARRIED

That the Regional Board establish a reserve fund for the COVID 19 Safe Restart Grant in the amount of \$700,000 received by the PRRD from the Province of BC; further, that a report be provided to a future Rural Budgets Administration Committee outlining options and guidelines for spending of the funds from the reserve, for current and future costs related to the pandemic; and finally, that the Board amend Bylaw 1166, 1998 to delegate administration of the COVID reserve fund, once established, to the Rural Budgets Administration Committee.

Usage of the COVID-19 Safe Re-Start grant has the following Provincial Guidelines:

- establishment of a reserve fund to address ongoing pandemic costs (confirmed by staff with the Ministry)
- addressing revenue shortfalls for both services operated by the PRRD, facilities that the PRRD owns and facilities that have PRRD service functions
- facility reopening costs such as Plexiglas, cleaners, sanitizers, COVID Safety Plan development, etc.
- additional staffing or increased staffing or human resources costs as a result of COVID-19
- emergency planning and response costs
- computer and other electronic technology costs

Funds cannot be used for new capital projects that are not directly related to COVID-19 response or restart costs.

The Peace River Regional District has implemented many safety measures including plexiglass dividers in all offices and Board room, sanitizers, additional cleaning products, additional janitorial costs to ensure all surfaces are disinfected, and additional technology to allow staff to work from home as well as virtual meetings due to no public gatherings. This needed to be completed in order for our local government to carry on doing business and the costs associated in 2020 are \$75,755.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☐ Advocacy
- ☒ Emergency Response Capacity for Local Governments

FINANCIAL CONSIDERATION(S):

The Regional District received \$700,000 from the Province of BC for the COVID-19 Safe Re-Start grant. A reserve fund has been created and the balance as of December 31, 2020 was \$700,000.

If approved, the \$75,755 will be reimbursed to the Administration function in 2020 where all the costs have been expensed.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

\$25,000 is anticipated to be incurred for the PRRD in 2021. Other possible allocations for the remainder of the funds could be:

- Online platform for a virtual EOC
- A portion of the remaining funds allocated to rural community groups to pay for retrofits as a result of COVID, the development of a COVID Safety plan or operating costs as a result of the loss of revenue sources (e.g., insurance, hydro, gas, etc.)
- Election costs as a result of COVID
- Allocation of funds to functions that are likely going to see reduced revenue in 2021

Attachments:

1. COVID Safe Start Grant Allocation

COVID Safe Start Grant Allocation Plan

COVID supplies & retrofits

Public Engagement

IT Costs

Referendum Costs

Vehicle Costs

Rural Societies Operations Grant

Increase Staffing

Deficit Recovery

			TOTAL \$	75,775
Item Name	Description	GL	Funds Spent/Lost Revenue 2020	
Fleet Rental	Rental Truck Due to 2-person/vehicle restrictions	01-2-2306-6250-160	\$	4,937
Fleet Rental Fuel	Rental Truck Due to 2-person/vehicle restrictions	01-2-2306-6210-160	\$	1,873
Fleet Rental Washes	Rental Truck Due to 2-person/vehicle restrictions	01-2-2306-6260-160	\$	22
Additional Cleaning Products	Multi-surface cleaner	01-2-1000-2110-100	\$	393
Janitorial Contract Increase	Additional cleaning required at the warehouse \$500/month May-Dec	01-2-1000-2110-100	\$	4,000
Sneeze guards	Boardroom, DC office, FSJ office	01-2-1000-2110-100	\$	6,760
New Office in Warehouse	New office for 6' spacing between workspaces	01-2-1000-2110-100	\$	16,216
New lever door handles	minimize touching of door handles for COVID warehouse/DC office	01-2-1000-2110-100	\$	778
Extra Cleaning Supplies	COVID cleaning products	01-2-1000-2110-100	\$	643
COVID-19 Supplies	Access Masks			
Extra COVID supplies	Warehouse supplies for COVID: masks, hand sanitizer, gloves, sneeze guard	01-2-1000-5110-100	\$	648
Extra COVID supplies	DC Office Supplies for COVID: sanitizer, cleaning products	01-2-1000-5120-100	\$	758
Charlie Lake Fire Department	Cleaning Supplies - Fire Department	1-2-2900-5115-315	\$	592
Charlie Lake Fire Department	Safety Equipment / Supplies - Fire Department	1-2-2900-5115-315	\$	481
Regional Park	Park Entry Barricades	01-2-1000-2050-200	\$	100
Regional Park	Park Entry Barricades	01-2-1000-6400-200	\$	1,892
Regional Park	Park Entry Barricades	01-2-1000-6400-200	\$	1,125
Regional Park	Park Closure Supplies	01-2-4100-2050-200	\$	310
VPN Licensing	Remote Access VPN (WFH)	01-2-1400-2120-100	\$	1,125
Zoom Licensing	Video Conferencing (Board Meetings, WFH)	01-2-1400-4415-100	\$	7,606
Phone System Upgrade	Phone System (VOIP Routing over Internet/WFH)	1-8-8500-8501-100	\$	13,055
PolyStudio Camera Systems (2x)	For Virtual Townhalls/Webinars/Public Engagement	01-2-1400-4405-100	\$	2,738
Webcams, extra monitors, etc.	For Work-from-home Staff	01-2-1400-4425-100	\$	4,772
Fort St. John Office VC Suite	For Remote Meetings / VC Room TV & Webcam	01-2-1400-4405-100	\$	2,589
Board Room Upgrades (Video)	Board Room Live Streaming / HDMI Splitter for Live Feed / Wireless Feed	01-2-1400-4425-100	\$	2,362
Solid Waste Management Plan Public Engagement	Reformed Public Consultation Process for RSWMP Review	01-2-1000-3100-500		
Chetwynd Arena deficit	deficit due to increased expenses and decreased revenue			