**RECOMMENDATIONS**

1. That the Board receive the final report entitled “Feasibility Report: Community Health and Wellbeing Service Electoral Area B”.
2. That the Board approve establishing a Community Health and Well-being Service for Gabriola Island as a 2023 work program priority for the Regional Growth Strategy section and Legislative Services.

3. That the Board direct staff to include the following in the 2023-2027 Financial Plan:

* 1. $5,000 to administer an Alternate Approval Process from the Electoral Area B Feasibility Fund.
  2. $20,000 for consulting or contract services required to create a services bylaw or services contract from the Electoral Area B Feasibility Fund.

**BACKGROUND**

On February 22, 2022, the Regional District of Nanaimo (RDN) Board passed the following resolution:

|  |  |
| --- | --- |
| No. 22-133 | *It was moved and seconded that up to $68,000 of Electoral Area B Feasibility Study Funds be used to conduct a study on the feasibility, cost, and potential function of creating a community health and wellbeing planner position/contract for Electoral Area B.* |

In response, the RDN awarded Urban Matters a $36,630 contract to complete a feasibility study on options for establishing a Community Health and Well-being Service for Gabriola Island.

Urban Matters conducted background research to review and understand the health and well-being needs of residents; researched similar services; and, held stakeholder meetings with organizations that have coordinated health and well-being-related services (See Attachment 1 - Feasibility Report: Community Health and Wellbeing Service – Gabriola Island). Based on the review, the service would provide the following core functions:

* + Coordinate across organizations and networks involved with health and wellness
  + Develop and implement strategic planning to identify key priorities, strategic goals and objectives
  + Monitor and evaluate the pursuit of the stated goals and objectives
  + Provide administrative services (meeting coordination, minutes, distribution lists, etc.)
  + Support funding applications
  + Communicate with various service providers, working groups, external partners, and residents

Four options to achieve the desired function for a health and well-being service in Electoral Area B are:

1. the status quo (no service)
2. a part-time administration-focused service to support current collaboratives;
3. a part-time position which would do coordination alongside administration; and
4. a full-time position which would focus on coordination and implementation funding.

An options summary with associated costs is provided in the table below. Detailed information is available in Attachment 1 Feasibility Report: Community Health and Wellbeing Service – Gabriola Island.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Option 1:**  Status Quo | **Option 2:**  Part-time Administration Only | **Option 3:**  Part-time Administration and Coordination | **Option 4:**  Full-time  Coordination and Implementation of Funding |
| **Description** |  | Continue “business as usual” scenario with community health and well-being coordination carried out by volunteers or on an ad-hoc basis. | Provide part-time administrative support through the Gabriola Health and Wellness Collaborative (GHWC) to coordinate Collaborative meetings and complete basic administrative tasks. | Hire a part-time coordinator to support and build on the work of existing groups to improve services on Gabriola Island. Will be guided by the GHWC and housed within an existing organization. This option includes a small amount of funding to help further impact of initiatives. | Hire a full-time coordinator for additional support and leadership in implementation funding. Will be guided by the GHWC and housed within an existing organization. This option includes funding to support strategic action. |
| **Annual Operation Cost** |  | **$0** | **$25,100** | **$49,600** | **$100,600** |

The report recommends both Option 3 and Option 4, starting with Option 3: Part-time Administration and Coordination as a pilot intending to grow the service over time to Option 4: Full-time Administration. Option 3 establishes an initial Community Health and Wellbeing Service in Electoral Area B through an iterative process to demonstrate impact over time and achieve the purpose and goals of the service. Option 3 also carries the lowest risk for the contracted service organization, as well as the Regional District. Further details about this study and the recommendations can be found in Attachment 1 – Feasibility Report: Community Health and Wellbeing Service – Gabriola Island.

Establishing a health and wellbeing service on Gabriola Island will impact the Regional Growth Strategy (RGS) service work program by deferring or delaying work on the RGS annual report, climate action priorities and/or development application processing. If made a work program priority, work could begin on this project in Q3 or Q4, given work program priorities currently underway. Legislative Services has confirmed they are able to support an Alternative Approval Process in either Q3 or Q4 to align with Regional Growth Strategy service work program priorities.

**FINANCIAL IMPLICATIONS**

Board approval to proceed with further action to establish a Community Health and Wellbeing Service – Gabriola Island will require financial resources within the 2023-2027 Financial Plan. For Option 3, the following additions are required to the 2023-2027 Financial Plan:

1. Approve this proposed service as a work program priority for the Regional Growth Strategy section and Legislative Services in 2023 to create a services bylaw and services contract,
2. Add $ 5,000 to administer an Alternate Approval Process, and
3. Add $20,000 for consulting or contract services required to create a services bylaw or services contract.

Staff resources are required to administer an alternate approval process (or equivalent), hire and direct a contractor to prepare a Request for Proposal or Qualifications, review responses, provide a selection recommendation for the Community Health and Wellbeing Service coordinator, complete a services contract and manage the contract. Staff will monitor time requirements for this function as this contributes to workload. If Option 3 is approved, the Community Health and Wellbeing Service coordinator would commence in 2024 with the $49,600 contract needing to be added to the 2024 budget.

**STRATEGIC PLAN ALIGNMENT**

Establishing a Community Health and Wellbeing Service on Gabriola Island aligns with the key strategic area of the 2019-2022 Board Strategic Plan to protect and enhance social wellbeing – to Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.

**REVIEWED BY:**

* K. Fowler, Manager, Long Range Planning Energy and Sustainability
* L. Grant, General Manager, Development and Emergency Services
* T. Moore, Chief Financial Officer
* S. Nixon, Acting General Manager, Corporate Services
* D. Holmes, Chief Administrative Officer

**ATTACHMENT**

1. Feasibility Report: Community Health and Wellbeing Service – Gabriola Island