



**GABRIOLA ISLAND COMMUNITY HEALTH AND WELLBEING CONTRIBUTION SERVICE
ANNUAL REPORT AND AGREEMENT RENEWAL**

Please note: Presentation of Report of Community Wellbeing Coordinator, delivered at the July 3, 2025, Electoral Area Services Committee meeting, has been added as Attachment 4.

RECOMMENDATIONS

1. That the Board receive the Gabriola Island Community Health and Wellbeing Contribution Service Annual Report for information.
2. That the Board approve a renewed 2-year agreement with People for a Healthy Community to provide Health and Wellbeing Coordinator Services for Gabriola Island with the Community Wellbeing Coordinator role continuing as a part-time position and that the 2026-2030 Financial Plan be adjusted accordingly.

BACKGROUND

On February 27, 2024, the Regional District of Nanaimo (RDN) Board passed the following resolutions:

- No. 24-132 *It was moved and seconded that “Gabriola Island Community Health and Wellbeing Contribution Service Establishment Bylaw No. 1892, 2023” be adopted.*
- No. 24-133 *It was moved and seconded that the Board amend “Regional District of Nanaimo Financial Plan 2024 to 2028 Bylaw No. 1902, 2023” to include a total of \$50,592, including a two per cent Regional District of Nanaimo administrative fee for the first year of service for part-time Gabriola Island health and wellbeing administration and coordinator services.*

Following the adoption of “Gabriola Island Community Health and Wellbeing Contribution Service Establishment Bylaw No. 1892, 2023” (Bylaw No. 1892) (Attachment 1 – RDN Bylaw No. 1892), the RDN entered into a service agreement with People for a Healthy Community to establish the Gabriola Island Health and Wellbeing Service which included hiring a part-time Community Wellbeing Coordinator for a one-year term. The service agreement included the provision for renewal and consideration of a full-time coordinator position after one year upon approval of the RDN Board. Expansion of the service to a full-time position is not being requested at this time while the service continues to be established. The request includes an extension of the service agreement for an additional two-year term for a part-time position, after which time consideration of further extension and expansion of the service can be considered by the RDN Board in 2027.

The Gabriola Island Community Health and Wellbeing Service is nearing the completion of its first year of service, with the one-year service agreement set to conclude on September 1, 2025. In preparation for the contract’s end and in accordance with the terms outlined in the service agreement, People for a Healthy Community (PHC) has submitted an Annual Report and accompanying Work Plan (Attachment 2 – Community Wellness Coordinator

Annual Report and Attachment 3 – Gabriola Health and Wellbeing Service Work Plan). These documents highlight the achievements from the past year and progress made toward their objectives. In alignment with the scope of work and deliverables outlined in the service agreement, the Community Wellbeing Coordinator regularly consulted with the Collaboration Coordinating Team designated by the Gabriola Island Health and Wellbeing Collaborative. These consultations took place during the team’s scheduled meetings, and a record of the meeting minutes detailing the topics discussed was submitted to the RDN, thereby fulfilling the contractual reporting requirements.

In addition to fulfilling the core responsibilities of the role, the Coordinator provided part-time administrative support, including meeting coordination and minute-taking, as well as communications with service providers, working groups, external partners, and residents. The Coordinator also contributed to strategic planning efforts by helping to identify key priorities, goals and objectives, and facilitated coordination across organizations and networks involved in health and wellness on Gabriola Island. The Annual Report and accompanying Work Plan submitted by PHC highlight the achievements of the past year and demonstrate that the service has satisfied the expectations set out in the one-year, part-time service agreement (Attachment 2 – Community Wellness Coordinator Annual Report and Attachment 3 – Gabriola Health and Wellbeing Service Work Plan).

Given that PHC has fulfilled the contractual obligations outlined in the service agreement, and that the work undertaken by the Health and Wellbeing Coordinator have both met community needs and demonstrated growing demand for an increase in Coordinator services, it is recommended that the Board approve renewal of the Gabriola Island Community Health and Wellbeing Service contract for two years. Furthermore, as provided under the adopted Bylaw No. 1982, it is recommended that the service be extended to continue with as a part-time position for the next two years while the service continues to be established. A request to increase the service from part-time to full-time coordination would be brought to the RDN Board for consideration at such a time as the service is established and a need for full-time coordinator has been demonstrated.

FINANCIAL IMPLICATIONS

The coordinator service started in 2024 on a part-time basis. The requested renewal of the contract is for the coordinator service to continue for two years on a part-time basis for 2026 and 2027. Since the position was planned to become full time after the first year, the 2026-2030 Financial Plan will be altered accordingly.

STRATEGIC PLAN ALIGNMENT

This initiative is an outcome of the Social Needs Assessment study and further service review on Gabriola Island. The Social Needs Assessment (2021) was initiated by the 2019-2022 RDN Strategic Plan - Social Wellbeing Key Strategic Area, Action 8.2 to prepare a Social Needs Assessment study, which identifies the broad range of social service providers at the local level and develops a strategy to identify the RDN’s role where appropriate. The initiative aligns with Advocacy strategic focus area in the 2023-2026 Board Strategic Plan.

REVIEWED BY:

- M. McMullen, Manager, Long Range Planning, Energy and Sustainability
- T. Moore, Chief Financial Officer
- L. Grant, General Manager, Development and Emergency Services
- D. Holmes, Chief Administrative Officer

ATTACHMENTS

1. RDN Bylaw No. 1892
2. Community Wellbeing Coordinator Annual Report
3. Gabriola Health and Wellbeing Service Work Plan
4. Presentation of Report of Community Wellbeing Coordinator, delivered at the July 3, 2025, Electoral Area Services Ares Committee Meeting