

**REGIONAL DISTRICT OF NANAIMO
COMMITTEE OF THE WHOLE
AGENDA**

Tuesday, April 9, 2019

3:00 P.M.

Board Chambers

This meeting will be recorded

	Pages
1. CALL TO ORDER	
2. APPROVAL OF THE AGENDA	
3. ADOPTION OF MINUTES	
3.1 Regular Committee of the Whole Meeting - March 12, 2019	3
That the minutes of the Regular Committee of the Whole meeting held March 12, 2019, be adopted.	
4. DELEGATIONS	
4.1 Dr. Paul Hasselback, Island Health, re Role of the Medical Health Officer	9
4.2 Sharon Welch, Chair, Oceanside Health and Wellness Network, and Bobbi Coleman, member of Oceanside Local Action Team and Educator, re Trauma-Informed Community	10
5. CORRESPONDENCE	
6. CORPORATE SERVICES	
6.1 Continuing the Conversation: Best Practices for RDN Communications and Engagement	23
That the Board approve the communications and engagement tools.	
7. REGIONAL AND COMMUNITY UTILITIES	

7.1 Performance Monitoring of New Waste Technology – Sustane Chester 27

That the Board partner with the Comox Valley Regional District and the Cowichan Valley Regional District for:

1. participation in the performance monitoring program of new waste technology – Sustane Chester;
2. contribution of \$7,500 from the Regional District of Nanaimo in the cost sharing of the performance monitoring program; and
3. preparation of a staff report to the Board at the conclusion of the performance monitoring program.

7.2 Liquid Waste Management Plan Monitoring Committee Terms of Reference 35

That the Board approve the Draft Liquid Waste Management Plan Monitoring Committee Terms of Reference.

8. TRANSPORTATION AND EMERGENCY PLANNING SERVICES

8.1 Emergency Services Update 42

That the Emergency Services Update be received for information.

9. BUSINESS ARISING FROM DELEGATIONS

10. NEW BUSINESS

11. ADJOURNMENT

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING**

Tuesday, March 12, 2019

3:08 P.M.

Board Chambers

In Attendance:	Director I. Thorpe	Chair
	Director B. Rogers	Vice Chair
	Director K. Wilson	Electoral Area A
	Director V. Craig	Electoral Area B
	Director M. Young	Electoral Area C
	Alternate	
	Director J. Fell	Electoral Area F
	Director C. Gourlay	Electoral Area G
	Director S. McLean	Electoral Area H
	Director L. Krog	City of Nanaimo
	Director S. Armstrong	City of Nanaimo
	Director D. Bonner	City of Nanaimo
	Director T. Brown	City of Nanaimo
	Director B. Geselbracht	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director J. Turley	City of Nanaimo
	Director E. Mayne	City of Parksville
	Director A. Fras	City of Parksville
	Director M. Swain	District of Lantzville
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director L. Salter	Electoral Area F
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	T. Osborne	Gen. Mgr. Recreation & Parks
	D. Wells	Gen. Mgr. Corporate Services
	D. Pearce	Director of Transportation & Emergency Services
	T. Mayea	Legislative Coordinator
	C. Golding	Recording Secretary

CALL TO ORDER

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as amended to include the following items:

5.2 Daniel Sailland, CAO, Town of Qualicum Beach, re Long Term Lease Arrangements with the Town of Qualicum Beach.

7.2.1 Oceanside Recreation and Sport Infrastructure Sub-Committee Report.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Regular Committee of the Whole Meeting - February 19, 2019

It was moved and seconded that the minutes of the Regular Committee of the Whole meeting held February 19, 2019, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

June Ross, Chair, Vancouver Island Water Watch Coalition, re Request to Submit Forestry and Watersheds Resolutions to AVICC

June Ross from Vancouver Island Water Watch Coalition provided a presentation regarding the effects forestry has on watersheds in the region.

Joanne Sales, Broombusters Invasive Plant Society, re Scotch Broom

Joanne Sales from Broombusters Invasive Plant Society provided a presentation regarding the spread of Scotch Broom in the region.

CORRESPONDENCE

It was moved and seconded that the following correspondence be received for information:

Cedar Community Hall Association, re Requesting Community Works Funds

Daniel Sailland, CAO, Town of Qualicum Beach, re Long Term Lease Arrangements with the Town of Qualicum Beach

CARRIED UNANIMOUSLY

COMMITTEE MINUTES

It was moved and seconded that the following minutes be received for information:

Agricultural Advisory Committee - February 28, 2019

District 69 Recreation Commission - February 21, 2019

Drinking Water and Watershed Protection Technical Advisory Committee - February 14, 2019

CARRIED UNANIMOUSLY

COMMITTEE RECOMMENDATIONS

District 69 Recreation Commission

District 69 Youth Recreation Grants

It was moved and seconded that the following District 69 Youth Recreation Grant applications be approved:

- Bowser Elementary School - spring field trip - \$2,500
- Arrowsmith Community Recreation Association - Youth Week events - \$461
- Mid-Island Distance Youth Running Club - equipment purchase - \$1,054
- Errington War Memorial Hall Association - World Music Youth Camp - \$1,000
- Oceanside Community Arts Council - summer school creative art supplies - \$1,000
- Ravensong Aquatic Club - equipment - \$1,275
- Errington Elementary School - field coach equipment - \$2,219

Total - \$9,509

Opposed (1): Director Mayne

CARRIED

District 69 Community Recreation Grants

It was moved and seconded that the following District 69 Community Recreation Grant applications be approved:

- Errington Elementary School - Grade 3 swim program - \$1,675
- Forward House Community Society - program costs - \$2,215
- Bow Horn Community Club - fall fair - \$2,500
- Qualicum Beach Weavers & Spinners Guild - materials, promotions, meeting space - \$2,000
- Parksville Golden Oldies Sports Association - meeting space - \$800
- Oceanside Building Learning Together Society - Dad's night out - \$650
- Town of Qualicum Beach - Beach Day event - \$1,000
- Bowser Tennis Club - repair court surface, purchase ball machine - \$2,253
- Arrowsmith Community Recreation Association - Country Picnic event supplies - \$1,250
- Parksville Curling Club - LED lighting upgrade project - \$2,000
- Canadian Paraplegic Association (BC) - Spinal Cord Injury BC event equipment rental - \$1,000

Total - \$17,343

Opposed (1): Director Mayne

CARRIED

Recreation Infrastructure

It was moved and seconded that the following motion be deferred to the March 26, 2019 Regular Board meeting, to be discussed in conjunction with Director Roger's Notice of Motion regarding establishing a Northern Communities Select Committee:

That the Board proceed with the original recommendations of the Oceanside Recreation and Sport Infrastructure Sub-Committee Report without delay.

Opposed (3): Director Fell, Director Gourlay, and Director McLean

CARRIED

ADMINISTRATION

Regional District of Nanaimo Draft Strategic Plan 2019 - 2022

Dan Huang, Urban Systems, provided an overview of the Regional District of Nanaimo Draft 2019-2022 Strategic Plan highlighting eight key strategic areas, goal statements, actions and timelines.

It was moved and seconded that the Draft Strategic Plan be received for information.

CARRIED UNANIMOUSLY

STRATEGIC AND COMMUNITY DEVELOPMENT

2019 Asset Management Review and Implementation Report

It was moved and seconded that the Board receive the Regional District of Nanaimo 2019 Asset Management Review and Implementation Report.

CARRIED UNANIMOUSLY

RECREATION AND PARKS

Ministry of Forests, Lands, Natural Resource Operations and Rural Development Wildfire Response Agreement 2019-2022

It was moved and seconded that the 2019-2022 Wildfire Response Agreement with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development be approved for execution.

CARRIED UNANIMOUSLY

REGIONAL AND COMMUNITY UTILITIES

French Creek Pollution Control Centre, Engineering Services

It was moved and seconded that the Board approve an additional \$222,172 (excluding GST) to AECOM Engineering Services contract for Thickener Facility Upgrade engineering and Landscape Architecture design.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM DELEGATIONS

Vancouver Island Water Watch Coalition

It was moved and seconded that a letter of support be provided to the Vancouver Island Water Watch Coalition that encourages the Provincial Government to ensure watersheds are recognized in importance and priority.

Opposed (13): Director Thorpe, Director Rogers, Director Wilson, Director Craig, Director Gourlay, Director Armstrong, Director Bonner, Director Brown, Director Hemmens, Director Turley, Director Mayne, Director Fras, and Director Swain

DEFEATED

NEW BUSINESS

Cedar Community Hall Association, re Requesting Community Works Funds

It was moved and seconded that pending project approval from Union of BC Municipalities, staff be directed to complete an agreement with the Cedar Community Hall Association for up to \$5,520.56 from the Electoral Area A Community Works Fund allocation and that the 2019 to 2023 Financial Plan Bylaw be amended accordingly.

CARRIED UNANIMOUSLY

Notice of Motion - Northern Communities Select Committee

Director Rogers provided notice of the following motion:

That staff be directed to report on establishing a new Northern Communities Select Committee comprised of the Regional District of Nanaimo Directors for Parksville, Qualicum Beach and Electoral Areas E, F, G, and H to replace the roles and responsibilities of the District 69 Community Justice Select Committee, the Northern Community Economic Development Select Committee and the District 69 Recreation Commission.

IN CAMERA

It was moved and seconded that pursuant to Sections 90 (1) (e), (k) and 90 (2) (d) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to the acquisition, disposition or expropriation of land or improvements, the provision of a proposed service, and a matter that, under another enactment, is such that the public must be excluded from the meeting.

CARRIED UNANIMOUSLY

RECESS: 5:00 PM

RECONVENE: 5:09 PM

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 5:51 PM

CHAIR

Delegation: Dr. Paul Hasselback, Island Health, re Role of the Medical Health Officer

Summary: Advise the Board of their responsibilities regarding the improvement of health in the community.

Action Requested: N/A

Delegation: Sharon Welch, Chair, Oceanside Health and Wellness Network, and Bobbi Coleman, member of Oceanside Local Action Team and Educator, re Trauma-Informed Community

Summary: We plan to use a PowerPoint presentation, and we may also be submitting handouts for the Directors.

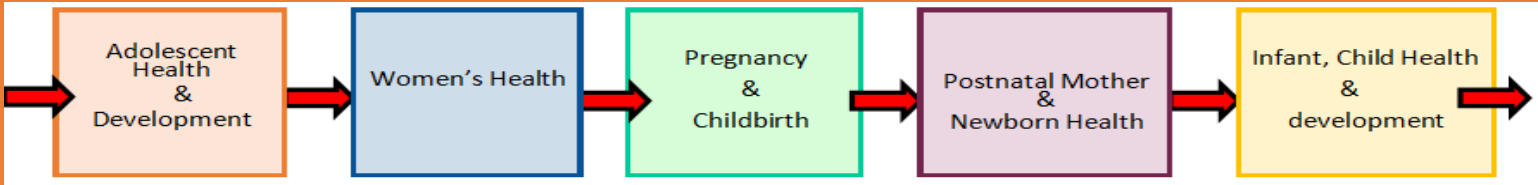
LAT and OHWN have been working together to prepare presentations for service providers and community members around trauma-informed practice. In recent years, there has been a great deal of science around brain development and its relationship to mental health and addiction challenges. Trauma, particularly experienced in the early years, can deeply affect brain development, and it is important that we understand its impact so we can properly support citizens in recovery strategies.

We hope that the RDN Directors will be interested in participating in a more in-depth workshop to better understand trauma-informed practice, and that they will agree to becoming a 'Trauma-Informed Community' in order to better support their citizens.

Action Requested: LAT and OHWN are jointly presenting to ask the Regional District of Nanaimo to become a 'Trauma-Informed Community' and to commit to attending a more in-depth presentation around trauma-informed practice to enhance their own understanding of this area.

Nourishing the First 2,000 Days

The Critical period from Conception to Age 6 and Beyond



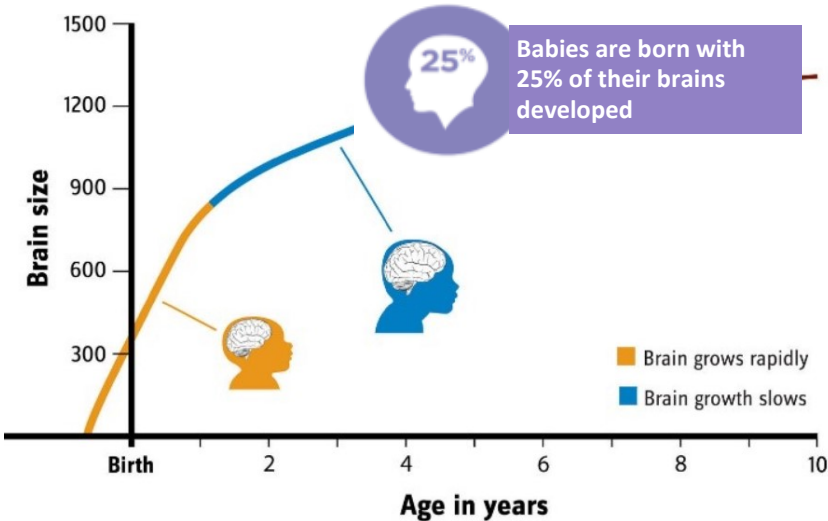
Nutrition + Early Learning + Protection From Trauma = Healthier Brains

The Critical Period: The first 2000 days has more influence on a child’s future than any other time in life. The right nutrition together with early learning opportunities and protection from trauma during the days from pregnancy to years 6 can have a profound impact on a child’s ability to grow, learn and thrive. It can have a lasting effect on a nation’s health and prosperity.

A Brain Story

Every parent has a story about the beginnings of their child’s life. Many of them are joyful, some are heartbreaking, but all of them are important.

By age two a child’s brain is 75% developed



Nutrition

Nutritional health is essential. Good nutrition during pregnancy and the first years of a child’s life provides the essential building blocks for brain development.

Early Learning

Children need love and stimulation. Offering our children a wide range of quality experiences in the early years can help children become their best – physically, socially, intellectually and emotionally

Protection From Trauma & Toxic Stress

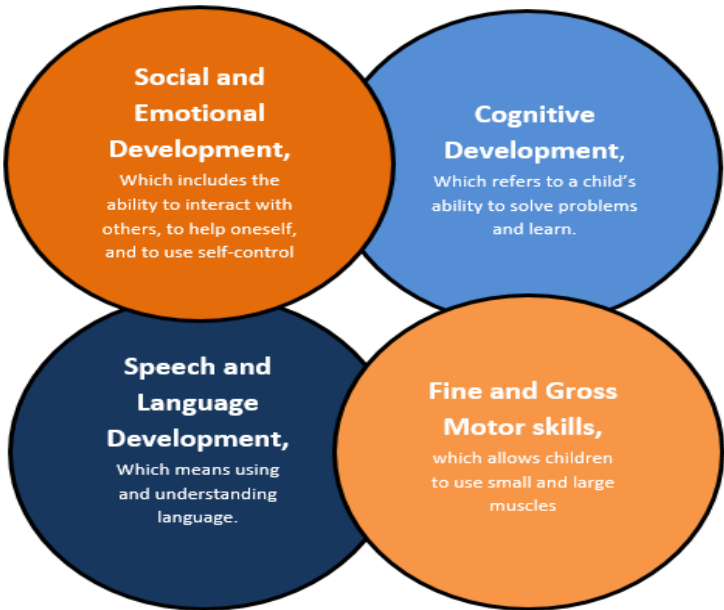
Children need to be safe and protected. Exposure to stress and trauma during pregnancy and infancy is detrimental to the health, wellbeing and brain function of a child for a life time.

In infancy, 90% of nutrition is used by the brain. Inadequate nutrition has lifelong implications on the brain and the body

Brain Development

Early brain development is the foundation of adaptability and resilience. Experiences have a great potential to affect brain development. Children are vulnerable to persistent negative influences during this period.

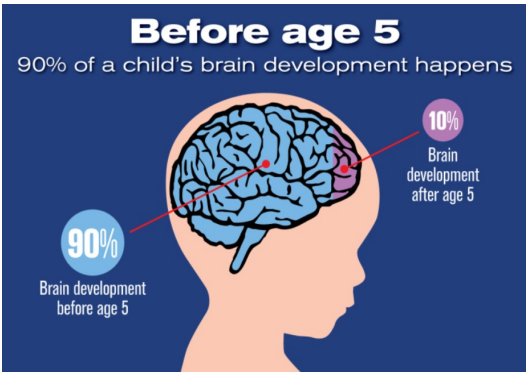
Impact of Early experiences



Nourishing the First 2,000 Days

The Critical period from Conception to Age 6 and Beyond

Nutrition + Early Learning + Protection From Trauma = Healthier Brains



The State of Childhood

- 1/5 children live in poverty in BC
- 1/3 children are vulnerable starting kindergarten in BC
- 1/3 requiring food assistance are children
- 1/2 of mothers receive mixed messages about what to feed their children
- 1/3 Canadians have experienced child abuse
- 1/3 children in BC are obese or overweight

Recommendations* to unlock the life-changing benefits of early brain development:

- 1. Start now!**
- 2. Invest Early :** To give every child a fair chance in life from the start.
- 3. Invest Equitably:** Because the children with the least, benefit the most.
- 4. Invest Smartly:** Because we can have the strongest impact when all three are addressed together, in all our programming we include:

NUTRITION, EARLY LEARNING & PROTECTION



Collective Impact:

Is a powerful and innovative approach to create social change that no organization can change alone.

* From Anthony Lake (UNICEF)

You want to know more about the First 2000 Days?

On May 1, 2017 **Growing gains – Advancing Early Childhood Development** presented findings from the recent Lancet series on early childhood development, and illuminated how Canada contributes to advancing this field nationally and globally. They were joined by experts and policymakers for a series of interactive sessions, engaging talks, and stimulating discussion.

Watch the webcast:

<https://www.akfc.ca/event/growing-gains-advancing-early-childhood-development/>

How are we doing worldwide?

UNICEF REPORT CARD 14: Child Well-being in a Sustainable World



The 2017 [UNICEF Report Card Building the Future](#) is the first report to assess the status of children in rich countries in relation to the Sustainable Development Goals (SDGs).

UNICEF ranks **Canada as one of the most unequal places to raise a child**, ranking 26th place out of 35 wealthy nations for “fairness for children”.

First place winner was Norway. Chile came last at 35.



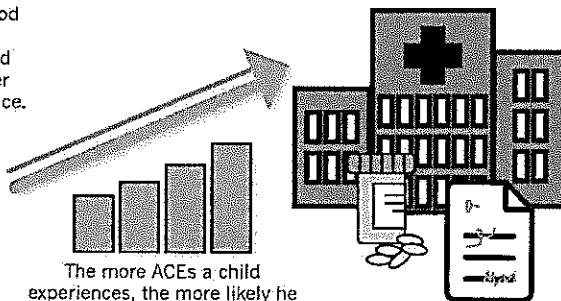
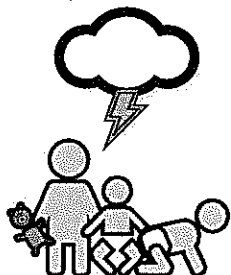
Prepared by:

Hélène Dufour, RD Community Nutritionist & Kaley Ruel, RD Healthy Schools Specialist & Taryn Coates, RDH Community Dental Hygienist

WHAT ARE ACES?

AND HOW DO THEY RELATE TO TOXIC STRESS?

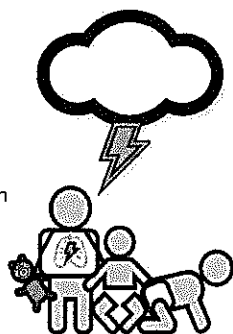
"ACEs" stands for "Adverse Childhood Experiences." These experiences can include things like physical and emotional abuse, neglect, caregiver mental illness, and household violence.



The more ACEs a child experiences, the more likely he or she is to suffer from things like heart disease and diabetes, poor academic achievement, and substance abuse later in life.

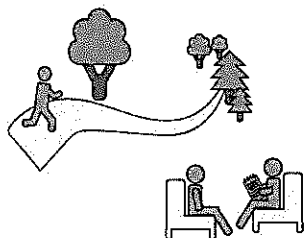
TOXIC STRESS EXPLAINS HOW ACES "GET UNDER THE SKIN."

Experiencing many ACEs, as well as things like racism and community violence, without supportive adults, can cause what's known as toxic stress. This excessive activation of the stress-response system can lead to long-lasting wear-and-tear on the body and brain.



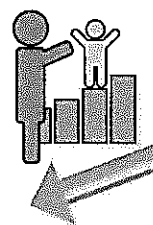
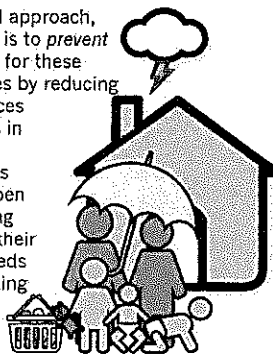
The effect would be similar to revving a car engine for days or weeks at a time.

WE CAN REDUCE THE EFFECTS OF ACES AND TOXIC STRESS.



For those who have experienced ACEs, there are a range of possible responses that can help, including therapeutic sessions with mental health professionals, meditation, physical exercise, spending time in nature, and many others.

The ideal approach, however, is to prevent the need for these responses by reducing the sources of stress in people's lives. This can happen by helping to meet their basic needs or providing other services.



Likewise, fostering strong, responsive relationships between children and their caregivers, and helping children and adults build core life skills, can help to buffer a child from the effects of toxic stress.

ACEs affect people at all income and social levels, and can have serious, costly impact across the lifespan.

No one who's experienced significant adversity (or many ACEs) is irreparably damaged, though we need to acknowledge trauma's effects on their lives. By reducing families' sources of stress, providing children and adults with responsive relationships, and strengthening the core life skills we all need to adapt and thrive, we can prevent and counteract lasting harm.

Oceanside Local Action Team

Trauma Informed Community of Practice Proposal

Background and Rationale: The Oceanside Local Action Team (LAT) was formed in January 2016 as one of many LATs in BC, developing in the Interior first in 2013 and then from the Province wide Child and Youth Mental Health and Substance Use (CYMHSU) Collaborative project to improve mental health for children, youth and families in BC. The Collaborative was funded by the Doctors of BC and the BC government. The funding ended in December 2017 but the Oceanside LAT has continued along with many other LATs in BC. The focus of the LATs were relationship building and practical, sustainable solutions to address communication barriers, service delivery gaps, and coordination of care both locally and system wide. (www.sharedcarebc.ca)

After many of the Oceanside LAT members attended the Collaborative Provincial Summit on the Adverse Childhood Experiences Studies (ACEs) the LAT broadened its focus from the early years to collaboratively promote well being by cultivating learning about healthy childhood development and fostering compassionate responses to those impacted by trauma. In the spring of 2017 the Oceanside Local Action Team committed to working on a vision of Oceanside becoming a healthy compassionate trauma informed community. . We believe that our children, youth and families will benefit from all service providers and community leaders having a common understanding of the impact of trauma on brain development and long term physical and mental health. This will allow us to understand presenting behaviours and functioning from a trauma lens of curiosity and current brain science and help us to know better how to adapt our helping responses. Furthermore, having a common language to discuss what we're observing, especially when we are working collaboratively, will result in better care and outcomes for our clients.

Local trauma expert, Jan Ference was brought in to deliver community training on Dr. Bruce Perry's Neurosequential Model of Therapeutics (NMT) which describes how the brain develops differently as a result of trauma. Teachers, school administrators, school counsellors, school support workers, nurses, clinicians, early childhood educators, social workers, foster parents, staff from our family support services agencies, and parents all participated in this training. Feedback was overwhelmingly positive, with people consistently asking for more, and specifically asking for opportunities to integrate what they learned into their respective practices.

The LAT together with support from the Doctors of BC hosted a dinner in the fall of 2017 for local Oceanside physicians with a lecture by Jan Ference on ACEs, trauma and impact on medical practice.

Educators and Clinical professionals are currently being trained in Phase 1 of the NMT Model. 7 Educators and 4 Clinical counsellors/professionals are undertaking this year long training. Once certified they will be able to complete Brain Maps to assess the impact of trauma on children in our community and provide recommendations for improved care.

Regionally (North Island) there are approximately 15 individuals already trained in the Bruce Perry Model. There is a desire and an identified need to bring together all those who have this expertise to discuss how people are implementing what they've learned in their practice, as well as to maintain the momentum of practicing with a trauma informed lens.

Another initiative of the LAT was the development of a small folding card 'Every Door is the Right Door' listing local and provincial resources for mental health and substance use services. These cards have been distributed to doctors' offices, local agencies, counselors, health and wellness fair etc

We are proposing a three pronged approach to achieve our goal of becoming a Trauma-Informed Community.

Prong 1: Local Trauma Informed Community of Practice. Currently monthly 1 1/2 hour learning sessions bring together those being trained and/or interested in learning more about how to become trauma informed with episodes from the documentary 'The Beginning of Life' shown and discussion following. These are held the first Wednesday of each month at Family Place from 300-430 pm.

Previous sessions in 2018 used content from "The Brain Story Certification from Alberta Family Wellness Initiative as a framework for this group learning, where each month we completed modules of interest from this free online program of 19 modules and discussed how to implement new understandings in our work.

Prong 2: In collaboration with the Oceanside Health and Wellness Network provide community education. Public events with trauma related information and facilitated discussion. Possible topics/events:

- Brain Story (www.albertafamilywellness.org)
- Resiliency video

- Paper Tigers video
- First 2000 Days (the importance of the 2000 days from conception to age 6 years) interactive workshop developed by local health professionals
- ACEs (Adverse Childhood Experiences study) and link with mental and physical health
https://www.ted.com/talks/nadine_burke_harris_how_childhood_trauma_affects_health_across_a_lifetime/up-next
- Tashi and the Monk video (2014)
- Trauma expert presentations

Prong 3: There are regular meetings of those in Oceanside who have had the Neurosequential Model of Therapeutics (NMT) and Neurosequential Model in Education (NME) (Dr Bruce D Perry) training. There is hope that a gathering of those involved in this training across the island could also come together to share learning and implementation of the model. www.neurosequential.com

Local Action Team of Oceanside Terms of Reference

Vision: A healthy compassionate trauma informed Oceanside community

Mission: To collaboratively promote well-being by cultivating learning about healthy childhood development and by fostering compassionate responses to those impacted by trauma.

Functions:

- To identify service gaps and barriers and work together to address and eliminate them
- to promote healthy development through nurturing care- care that ensures health, nutrition, responsive caregiving, safety, security and early learning
- to provide opportunities to facilitate conversations about healthy development and the impact of early trauma across all sectors, while using common language and promoting curiosity rather than judgement
- To engage collaboratively with individuals and families using an intergenerational perspective
- To share knowledge and raise awareness of new scientific evidence on child brain development and impacts of early trauma (Lancet, 2000 Days, ACES, Brain Story, etc.)

Membership (current and not limited to):

- Island Health – Public Health, Discovery Youth & Family Substance Use, etc.
- RCMP
- Ministry for Children and Families (MCFD) – Child and Youth Mental Health
- School District 69
- Local Counsellors/Psychiatrists
- Interested parent/youth with lived experience
- Society of Organized Services (SOS)
- Forward House
- Oceanside Division of Family Practice
- Early Years representatives

Membership (looking for representation of)

- Qualicum First Nation/Nanoose First Nation
- Local government representatives – including Regional District
- Family Resource Association

Meetings: The third Friday of each month 12:00 – 1:00 pm

Chair: Co-chairs will serve a one year term from September to September and be reviewed in yearly

Agendas:

- All members will have the opportunity to contribute to the agenda. Agenda items to be forwarded to the co-chairs at least one week prior to the meeting date
- Agendas shall indicate the topic and presenter
- Each meeting will include a review and agreed upon revisions of the agenda
- Items not dealt with during the meeting will be assigned to a future meeting date
- Agendas to be circulated no later than 4 days prior to the next meeting

Decision Making: Decisions, where possible, will be reached by consensus



Circle of Partners

TERMS OF REFERENCE

PURPOSE

The Circle of Partners (CoP) exists to provide strategic direction to the Oceanside Health and Wellness Network (OHWN) and Action Group(s); oversee the goals, objectives and strategies identified for the Network; and monitor metrics related to key determinants of health in Oceanside. Acting as the steering group for OHWN, the CoP provides leadership by promoting and supporting collaborative practices and the principles of collective impact.

MEMBERSHIP

The CoP is a core group of leaders from the Network who are passionate, enthusiastic, forward thinking. They represent diverse perspectives within the context of each issue and are committed to collaboration to move actions forward to achieve identified goals and objectives. A concerted effort will be made to ensure there is diversity within its membership, including a range of knowledge, skills and experiences; people from a variety of geographical locations, organizational involvement, cultural backgrounds; as well as gender and demographic representation. Members may be from organizations or the community at large. OHWN will seek to have up to fifteen members on the CoP: twelve who are Network members and elected by ballot by the CoP, one representing the Regional District of Nanaimo (RDN) and two from the Vancouver Island Health Authority (VIHA). Both the RDN and the VIHA members will be selected by their respective organizations.

COMMITMENT AND TERM

CoP members are committed to attending monthly meetings of OHWN for a period of at least two years. If a member can no longer attend, the CoP will determine how the position will be filled.

To transition to the fifteen-member CoP, the CoP will ensure six members are elected for one-year terms and the other six for two-year terms. Subsequently, all terms will be two years in duration. The intent is to have the terms staggered so that only half of the positions are due for renewal in any given year. Network members will be notified as CoP positions become available, and elections will be held each spring. Former CoP members may choose to stand for re-election.

The RDN and VIHA will ensure that the CoP is notified immediately of any changes to their appointed representatives.

ROLES AND RESPONSIBILITIES

All COP members will meet regularly to review the status of the Strategic Plan, develop strategies to achieve organizational goals, identify and oversee the formation of Action Groups to address strategic issues, implement strategies and actions, and evaluate the effectiveness of OHWN activities. Members will be expected to identify how they or their organizations can contribute to OHWN's collective priorities.

Chair – The Chair is a volunteer leadership position that is filled by an active member of the CoP. The Chair oversees the work of the Coordinator, acts as the main spokesperson for OHWN, and is accountable to the CoP.

Term: Annual election by the members of CoP. May serve consecutive terms.

Role: Chairs OHWN meetings, confirms the agendas, reviews/approves minutes, approves expenditures, and oversees the Coordinator's activities (including sitting on the Hiring Committee, providing direction, monitoring the work, and reviewing/approving invoices). The Chair may designate a temporary replacement from the CoP to chair meetings or make decisions in the case that he/she is unable to at any given time. If the Chair resigns or goes on leave for longer than one month, an interim Chair will be appointed by the members of the COP by general consent, or in the event of more than one interested member, by email ballot overseen by the Coordinator or at the next CoP meeting. For additional support to the Chair or for training purposes, a Vice-Chair may be appointed at any time upon recommendation of the Chair and by agreement of the CoP.

Coordinator – the OHWN Coordinator provides leadership, administration and coordination services for OHWN and acts as spokesperson when required. The Coordinator takes direction from the Chair and remains accountable to the CoP. This is a paid position and contracted by the Regional District of Nanaimo (RDN) with funding from Island Health (VIHA).

Term: The CoP will review this contract annually. It will be renewed as funding is available, following a satisfactory evaluation of performance, or as determined by the RDN in consultation with the CoP.

Role: Facilitates the development, updates and reporting of the Strategic Plan; evaluates actions and creates/seek opportunities to forward the goals and objectives of the Plan and the principles key to the development of OHWN, supports partnership development; coordinates OHWN events; educates and informs the CoP of relevant current events, opportunities and policy issues; submits regular status reports to funders; and applies for and manages implementation of grants and/or contracts on behalf of OHWN. The coordinator also manages planning and administration tasks such as preparing and circulating minutes, agendas and meeting materials in collaboration with the Chair; managing OHWN's meeting calendars, invitations, distribution lists, website content, and email; and maintaining all operational records.

Action Groups - Action Groups will be formed by the CoP to conduct the work of addressing/achieving goals contributing to OHWN's strategic plan. The Lead of each Action Group must sit as a member of the CoP and is responsible for reporting the Action Group's activities/progress at each CoP meeting. Action Group members may come from the CoP, Network membership or the broader community. Action Groups exist at the discretion of the CoP.

Task Groups – Task Groups may be formed by the CoP to complete time-limited activities or tasks.

MEETINGS

In-person meetings will be held monthly, with communication via email and telephone between meetings, as necessary. Teleconferencing can be accommodated when necessary; however in-person attendance is preferred. Meeting notes will be circulated in a timely manner.

Guests may be invited to provide expert knowledge and input but will not be included in the consensus

decision-making. A member who wishes to invite a guest to a meeting will bring the recommendation to the Chair and Coordinator for the Chair's approval in advance of the meeting.

HONORARIUMS

There may be occasions when an OHWN member (i.e. member of the CoP or the network) may be asked to join a committee or attend meetings of another organization as the representative of OHWN. If participation on behalf of OHWN results in the offer and/or payment of a monetary honorarium, it is the responsibility of the OHWN member to declare any payment(s) to the Chair or Coordinator immediately. All such payments must be directed to OHWN and any necessary arrangements will be coordinated with the Chair and Regional District of Nanaimo representative as appropriate.

ACCOUNTABILITY AND DECISION-MAKING

CoP must be responsive and accountable for decisions and action to the communities of Oceanside and OHWN. Reporting on the results of the OHWN Strategic Plan including determination of goals, priorities, activities and use of resources will occur annually at a minimum. Communication tools will include information posted on the OHWN website, newsletters, monthly CoP meetings, and in-person Network meetings at a minimum.

The CoP is financially accountable to funders (e.g. Island Health) via the administrative agreement with the RDN. The OHWN may become involved with and accountable to terms of any contract/grant as long as it is recognized OHWN is not a legal entity.

Decision-making is by consensus as much as possible and is made by those involved at the time. Where agreement cannot be reached by consensus, a majority vote will decide. Members must be present for the vote or an agreement by the majority of the members to allow for email votes.

Oceanside Local Action Team invites you to participate in an ongoing conversation and exploration about becoming trauma informed.

Community of Practice

Focusing on the Impact of Trauma



**When: the FIRST Wednesday of the Month, 3-4:30 PM
(March 6, April 3, May 1, June 5, 2019)**

Where: Family Place

What: We will be viewing and discussing the Netflix series “The Beginning of Life”

Who: Everyone welcome

PROCLAMATION

WHEREAS, there is compelling evidence of a correlation between the experience of childhood trauma and resulting behavioral and health problems, when the trauma is unrecognized and unaddressed; and

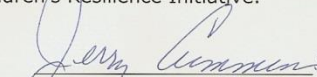
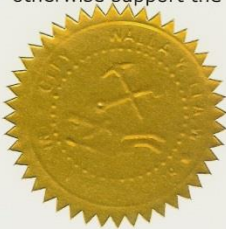
WHEREAS, the cumulative effects of such trauma over a lifespan, if ignored, are detrimental to individuals and communities; and

WHEREAS, the Children's Resilience Initiative of Walla Walla has a vision of a community where all young people thrive and all parents raise their children with consistency and nurturance to develop lasting resilience, and a mission to mobilize the community through dialogue to radically reduce the number of Adverse Childhood Experiences while building resilience and a more effective delivery system.

NOW, THEREFORE, I, Jerry Cummins, Mayor of Walla Walla, do hereby proclaim October 2014 to be:

Children's Resilience Month in Walla Walla

and urge all residents to become informed about childhood trauma and how to create resilience in individuals who have suffered such trauma, to integrate these principles into their everyday work and practice, and to otherwise support the work of the Children's Resilience Initiative.


Jerry Cummins, Mayor

TO: Committee of the Whole **MEETING:** April 9, 2019

FROM: Lisa Moilanen
Communications Coordinator **FILE:** Not applicable

SUBJECT: Continuing the Conversation: Best Practices for RDN Communications and Engagement

RECOMMENDATION(S)

That the Board approve the communications and engagement tools.

SUMMARY

The Regional District of Nanaimo (RDN) is committed to continually providing timely, accurate and relevant information about RDN projects, services and initiatives to its residents. Two-way communications and the engagement of residents are important aspects of the commitment to thorough, timely communication. In support of this, a review of the current tools used by the RDN has been conducted.

BACKGROUND

Reviewing the tools used to communicate with and engage residents is important to ensure they are the most effective in sharing information, reaching the intended audience and providing information in a timely manner.

By way of definition, “communication” refers to passive or one-way approaches to provide information to the public. “Engagement” refers to active or two-way approaches specifically designed to gather feedback from the residents. This is a subtle but important distinction, as engagement requires a case-by-case review of a particular project in order to determine the best tools and techniques to gather input. As an example, the Board’s new strategic plan is based on engagement with the community.

Board members communicate and engage residents using different forums and resources. Some tools and techniques used in the past have included emails to residents, community open houses or coffee talks, and articles and ads in the newspaper. The RDN supports these initiatives with a \$750 annual budget per Electoral Area Director. These tools are not directly supported by staff.

In 2018, a variety of tools and techniques were used to reach out to RDN residents. The following is a summary of 2018 RDN outreach including communication and engagement tools and techniques used in order of the most frequent or widely used across the organization:

Communication – the sharing of information about RDN projects and initiatives

Indirect

- 1) RDN [website](#) – includes service or project [notices](#), [news releases](#), general project and service information
- 2) Printed [monthly newspaper ads](#) – RDN Updates ads in the Nanaimo News Bulletin, Parksville Qualicum Beach News and Gabriola Sounder
- 3) Printed newspaper ads – for individual projects or initiatives
- 4) Social media ([Facebook](#) and [Twitter](#) primary, [Instagram](#) secondary) – typically used 4-10 weekly with original informative posts about project and initiatives; more frequently used during storm events or EOC's
- 5) Radio ads – for individual projects or initiatives
- 6) [News releases](#) – sent electronically directly to all local and island media
- 7) RDN Bus Ads – for individual projects or initiatives
- 8) Community notice boards in Parksville and Qualicum Beach – for individual projects or initiatives
- 9) Board agendas and minutes – posted in advance of the meeting for the agenda's and following the meeting for the minutes in a central [database](#)
- 10) Mailed newsletter or updates – for individual projects or initiatives, sometimes region wide or to a specific area
- 11) [Recreation Active Living Guide](#) – printed and distributed twice a year, spring and fall; highlighting all RDN Recreation opportunities
- 12) [Parks & Trails Guide](#) – rebranded, printed and distributed to highlight RDN regional parks and trails
- 13) [Perspectives](#) – annual region-wide publication, wrapped on the outside of the Nanaimo News Bulletin, Parksville Qualicum Beach News and Gabriola Sounder
- 14) Electoral Area Updates – mailed through Canada post directly to each EA home twice a year in past; content decided on by each EA Director and then also posted on their EA webpage; Spring only in 2018 as the fall was the election period
- 15) Handouts at facilities – for individual projects or initiatives
- 16) Traveling display – for individual projects or initiatives
- 17) Articles in journals – requests made by organizations or publications on a project or initiative

Direct or in-person

- 18) RDN Transit NextRide – real-time technology to find where a bus is or a stop
- 19) Stakeholder or other Council/Board Presentations – for individual projects or initiatives
- 20) Student/School Presentations – for individual projects or initiatives
- 21) Curbside outreach – mandated to do it with contract with Recycle BC for what goes in or not in your bin; conducted in the summer as an opportunity to share information and give a face for residents to ask questions directly
- 22) RDN Curbside App – tool downloaded on mobile devices, provides the ability to search items to determine where it goes and to sign-up to receive a reminder for your pick up-date; also have the ability send out notices of service changes directly by route or area
- 23) Connect Rocket – notifications sent related to emergencies in the region for residents to receive for selected areas within the RDN using various methods including phone call, text and email
- 24) Direct email notifications – for specific project or initiatives that emails have been directly collected for

- 25) Community training – youth and seniors for specific project or initiatives such as using transit
- 26) Parades – RDN Transit bus participating in parades
- 27) Site visits with community – for individual projects or initiatives
- 28) Expo – for individual projects or initiatives

Engagement – all used for individual projects or initiatives

- A. Open houses or Info sessions
- B. Get Involved RDN Projects
- C. Pop-up offices
- D. Public hearings
- E. Public Information Meetings
- F. Focus group/workshop
- G. Survey

Many of the tools listed above will continue to be used in 2019 by the departments on a specific project or initiative basis. Additional tools, such as videos, will also be used in the year ahead to share information. Each project or initiative lead is encouraged to ensure their communications and engagement plans consider who the audience is, to use more than one tool to share information or engage including direct and indirect tools.

Strengthened by the diversity of tools mentioned above, the following are recommended to be the primary focus of communication and engagement efforts in 2019

- 1) Website – expand current use of by:
 - a) Creating Really Simple Syndication (RSS) feeds to send and allow residents to sign-up to receive direct emails for news releases, service alerts, job postings and bid opportunities
- 2) Monthly RDN Updates ads in the Nanaimo News Bulletin, Parksville Qualicum Beach News and Gabriola Souther and posted on the RDN website and promoted on Facebook and Twitter – expand current use of by:
 - a) Providing to Directors via email for them to distribute and/or post on notice boards in their communities
- 3) Social Media
 - a) Continue to increase Did You Know posts to share general info about the RDN rather than an active project or initiative
- 4) News releases
- 5) Get Involved RDN – all projects with engagement

Moving forward, the annual Perspectives or semi-annual Electoral Area Updates are not recommended as they are not an effective and do not provide current information to residents.

The information that those publications share is information that has already been shared using one or more of the tools recommended.

Staff is also currently preparing a report on the cost of implementing the webcasting of Committee of the Whole and Board meeting, as well as all public meetings in the Board Chambers.

ALTERNATIVE

1. That the Board approved the proposed communication and engagement tools.
2. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

The recommended communications and engagement tools are included in the 2019 financial plan.

STRATEGIC PLAN IMPLICATIONS

Focus On Relationships- We Will Focus On Improved Two-Way Communication Within The Regional District And With Our Communities.

Reviewing and revising communications and engagement tools to ensure they reflect current and best practice, support the most efficient and effective focus on continuous improved two-way communication with our residents and communities, as well as maintaining alignment with the RDN's strategic plan.



Lisa Moilanen
lmoilanen@rdn.bc.ca
March 21, 2019

Reviewed by:

- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

TO: Committee of the Whole **MEETING:** April 9, 2019
FROM: Meghan Ebueza
Solid Waste Planner **FILE:** 5360-01
SUBJECT: Performance Monitoring of New Waste Technology – Sustane Chester

RECOMMENDATION

The Board partner with the Comox Valley Regional District and the Cowichan Valley Regional District for:

- 1) participation in the performance monitoring program of new waste technology – Sustane Chester;
- 2) contribution of \$7,500 from the Regional District of Nanaimo in the cost sharing of the performance monitoring program; and
- 3) preparation of a staff report to the Board at the conclusion of the performance monitoring program.

SUMMARY

The Comox Valley Regional District (Comox Strathcona Waste Management) Board is pursuing reducing waste disposal volumes and providing cost effective alternatives to landfilling. Comox Strathcona Waste Management is planning to monitor the performance of Sustane Technology Inc.'s newly constructed facility in Chester, Nova Scotia.. The Comox Strathcona Waste Management Board is proposing a partnership with the Cowichan Valley Regional District and the Regional District of Nanaimo (RDN) to share the costs and information related to the performance monitoring program. Information gathered from this performance monitoring program will be used by the RDN as a tool to continue to review alternative disposal technologies and help to identify technologies that are consistent with the RDN Solid Waste Management Plan (SWMP).

BACKGROUND

The Sustane Chester project, a pyrolysis plant designed to convert municipal solid waste into biomass pellets and synthetic diesel fuel, was launched in September 2016 with an agreement between Sustane and the Municipality of Chester, Nova Scotia to divert their landfill destined municipal solid waste to a Sustane Facility.

Performance Monitoring Program

The performance monitoring program as presented in the the Comox Valley Regional District's report titled "Performance Monitoring of Waste Management Technology – Chester, Nova Scotia" (Attachment 1) details the plan for the Comox Strathcona Waste Management Board in

partnership with the RDN and Cowichan Valley Regional District, to observe Sustane Technology Inc.'s progress as the newly constructed facility in Chester, Nova Scotia is commissioned and becomes operational.

The performance monitoring program will monitor the Sustane Chester facility for a period of one year after their start-up. This period of time is recommended to help ensure consistent, continuous operation for measurement of all performance criteria and costs. The following key performance monitoring activities outlined in the plan are:

- Detailed performance monitoring criteria and a performance monitoring timeline;
- Visit to Sustane's facility in Chester, Nova Scotia to witness and observe the facility in operation, to interview operators and maintainers, to interview Chester Solid Waste employees and to meet with Nova Scotia Environment;
- Review all agreements between Chester and Sustane to confirm costs, risks and benefits to the community;
- Identify other financial costs or benefits outside of the contract;
- Review regulatory requirements of the Province of British Columbia;
- Assess local market demand for by-products;
- Identify potential unintended consequences, benefits and risks; and
- Use of qualified professionals will aid staff with legal opinions and performance monitoring.

RDN Long Term Residual Waste Management

The long term goal of the RDN is Zero Waste. Nevertheless, the RDN recognizes that there will still be some necessary long term residual disposal, after the closure of the RDN Landfill, for the foreseeable future. The RDN Solid Waste Management Plan (SWMP), adopted by the RDN Board in June 2018 and waiting approval from the Minister of Environment & Climate Change, commits to continuing to review and consider alternative technologies that are consistent with the Zero Waste Hierarchy and Goal. Participating in the performance monitoring program of Sustane Chester would provide the RDN with independently sourced information to consider as it relates to the implementation of the RDN SWMP.

ALTERNATIVES

1. The Board partner with the Comox Valley Regional District and the Cowichan Valley Regional District for:
 - a. participation in the performance monitoring program of new waste technology – Sustane Chester;
 - b. contribution of \$7,500 from the Regional District of Nanaimo in the cost sharing of the performance monitoring program; and
 - c. preparation of a staff report to the Board at the conclusion of the performance monitoring program.
2. The Board does not approve the request from the Comox Valley Regional District.
3. The Board provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The performance monitoring program including third party consultants to undertake legal reviews and development of draft performance monitoring criteria is budgeted to cost \$20,400. The Comox Valley Regional District has proposed the following cost sharing appropriation (Attachment 2) based on 2018 landfilled waste volumes listed in Table 1.

Regional District	Residual Waste (tonnes) ¹	Share of Cost
Comox Valley	63,074	43% or \$8,800
Nanaimo	53,739	37% or \$7,500
Cowichan Valley	30,092	20% or \$4,100

The RDN would be responsible for its own travel arrangements for a site visit to the Sustane Chester facility.

STRATEGIC PLAN IMPLICATIONS

Focus On Relationships- We Look For Opportunities To Partner With Other Branches Of Government/Community Groups To Advance Our Region

The approval of this request would be a collaborative approach between the Comox Valley Regional District, Cowichan Valley Regional District and the Regional District of Nanaimo to better understand how Sustane's technology performs in Chester, Nova Scotia, which aligns with the RDN's commitment to continue to monitor new alternative waste disposal options as detailed in the RDN SWMP.



Meghan Ebueza
mebueza@rdn.bc.ca
March 20, 2019

Reviewed by:

- L. Gardner, Manager, Solid Waste Services
- R. Alexander, General Manager, Regional & Community Utilities
- P. Carlyle, Chief Administrative Officer

Attachments:

1. Performance Monitoring of Waste Management Technology – Chester, Nova Scotia
2. Correspondence – Russell Dyson, CAO, Comox Valley Regional District, re Monitoring Sustane Facility – Chester, NS

¹ Based on AVICC solid waste data summary for 2016

DATE: January 28, 2019**FILE:** 5360-60**TO:** Chair and Directors
Solid Waste Advanced Technology Select CommitteeSupported by Russell Dyson
Chief Administrative Officer**FROM:** Russell Dyson
Chief Administrative Officer**R. Dyson****RE: Performance Monitoring of Waste Management Technology – Chester, Nova Scotia****Purpose**

To present the proposed methodology for performance monitoring of Sustane Technologies' (Sustane) waste management system currently under construction in Chester, Nova Scotia in order that the Solid Waste Advanced Technology (SWAT) Select Committee provide a recommendation to the Comox Strathcona Waste Management Board (Board).

Recommendation from the Chief Administrative Officer:

THAT the Comox Valley Regional District (Comox Strathcona Waste Management) Board endorse the performance monitoring program as presented in the report titled "Performance Monitoring of Waste Management Technology – Chester, Nova Scotia," dated January 28, 2019, for a period of one year after successful start-up.

AND FURTHER THAT the Board approach the Cowichan Valley Regional District and the Nanaimo Regional District to request sharing of the costs and information related to performance monitoring.

Executive Summary

The Comox Valley Regional District (Comox Strathcona Waste Management) Board (Board) has an interest in reducing waste disposal volumes and providing cost effective alternatives to landfilling. In support of these objectives, the Board posted a Request for Information (RFI) for Waste to Energy, now SWAT in the summer of 2017. The intent of the RFI process was educational in nature and not a competitive selection process.

Six submissions were received and evaluated based on high level criteria (innovation, technology, environmental/social and economic). Three technologies were selected for further detailed analysis and the final version of the report was provided to the SWAT Select Committee on April 5, 2018.

The highest ranked technology in the RFI process was Sustane, which converts waste into biomass fuel pellets and synthetic diesel, and recovers metals. Sustane's technology offers estimated lower costs than the other shortlisted technologies (although still higher than the status quo of landfilling); however, they attract greater risk for the Comox Strathcona Waste Management (CSWM) service due to a lack of installed infrastructure and untested technology. In consideration of this risk and the Board's continued interest in Sustane, the following resolution was approved on April 19, 2018:

THAT the Comox Strathcona Waste Management Board direct staff to monitor waste management technology proposed by Sustane Technologies Inc. in Nova Scotia, for up to one year of full operations;

AND FURTHER THAT a report on its effectiveness and efficiencies be presented to the CSWM Board following the monitoring period.

In order to act on the above CSWM Board direction, it is proposed that staff undertake the following key performance monitoring activities subsequent to the completion and commissioning of Sustane's facility in Chester, Nova Scotia (which is currently scheduled for start-up in April 2019).

- The performance monitoring will include a set of detailed performance monitoring criteria and a performance monitoring timeline that will incorporate the following draft criteria (at a minimum):
 - Plant efficiency, plant uptime, fuel pellet production efficiency, synthetic oil production efficiency (actual vs design)
 - Operating costs, maintenance costs (pre and post full operation)
 - Fuel pellet quality, synthetic oil quality, residuals quality
 - Greenhouse gas implications for the life cycle of the process
 - Other important performance parameters identified by the monitor once retained
- Visit Sustane's facility in Chester, Nova Scotia to witness and observe the facility in operation, to interview operators and maintainers, to interview Chester Solid Waste employees and to meet with Nova Scotia Environment
- Review all agreements between Chester and Sustane to confirm costs, risks and benefits to the community
- Identify other financial costs or benefits outside of the contract
- Review regulatory requirements of the Province of British Columbia
- Assess local market demand for by-products
- Identify potential unintended consequences, benefits and risks
- Use of qualified professionals will aid staff with legal opinions and performance monitoring. A modest budget accounts for this.

The following table summarizes the expected costs and resources required to complete the performance monitoring. This work can be accomplished within the current proposed 2019-2023 financial plan, which will cover expenses, incidentals, travel, legal and third party expertise as required. Also, other regional districts on Vancouver Island may be interested in alternative disposal options for their regions and in better understanding how Sustane's technology performs in Chester. It is proposed to approach these other regions and request sharing of the costs and information related to performance monitoring.

Performance Monitoring Activity	Cost
Third party consultants to undertake legal reviews and development of draft performance monitoring criteria	20,400
Site Visit (4 representatives)	9,600
Total	\$30,000

It is expected that performance monitoring would be required over approximately one year following the full start-up and commissioning of Sustane's facility in Chester. This period of time is recommended to help ensure consistent, continuous operation for measurement of all performance criteria and costs.

Prepared by:

M. Rutten

Marc Rutten, P.Eng.
General Manager of Engineering Services

Concurrence:

A. McGifford

Andrew McGifford, CPA, CGA
Senior Manager of CSWM Services

Office of the Chief Administrative Officer

600 Comox Road, Courtenay, BC V9N 3P6
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 5360-60

February 22, 2019

Sent via email only: pcarlyle@rdn.bc.ca

Phyllis Carlyle
Chief Administrative Officer
Regional District of Nanaimo
6300 Hammond Bay Rd
Nanaimo, BC V9T 6N2

Dear Phyllis:

Re: Monitoring of Sustane Facility – Chester, Nova Scotia

The Comox Valley Regional District (Comox Strathcona Waste Management) Board (Board) continues to be interested in reducing waste disposal volumes and providing cost effective alternatives to landfilling. As follow-up to a Request for Information process completed in 2018, the Board plans to observe Sustane Technology Inc.'s progress as they work to commission and test their newly constructed facility in Chester, Nova Scotia. In support of this, the Board passed the following resolution at its February 7, 2019 meeting (Report attached):

THAT the Comox Valley Regional District (Comox Strathcona Waste Management) Board endorse the performance monitoring program as presented in the report titled "Performance Monitoring of Waste Management Technology – Chester, Nova Scotia," dated January 28, 2019, for a period of one year after successful start-up.

AND FURTHER THAT the Board approach the Cowichan Valley Regional District and the Nanaimo Regional District to request sharing of the costs and information related to performance monitoring.

We understand that the Regional District of Nanaimo and the Cowichan Valley Regional District may also have an interest in monitoring the performance of the Sustane facility in Chester. Per the above recommendation, we are seeking your feedback on sharing in both the cost and information gathered related to performance monitoring. We propose to take the lead in this work, to develop the detailed performance monitoring questionnaire and to work directly with Sustane to complete the monitoring and gather the performance related information. We expect this process to take one year from successful start-up of their facility.

In parallel with this letter to you, we have reached out to Sustane to request their feedback on the concept of performance monitoring.

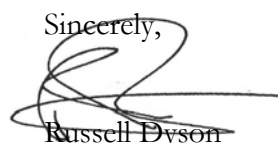
The above recommendation includes sharing of costs, which per the attached staff report are estimated to be \$20,400 and we propose to be apportioned to each regional district based on 2018 landfilled waste volumes generally as per the following table.

Regional District	Residual Waste (tonnes)¹	Share of Cost
Comox Valley	63,074	43% or \$8,800
Nanaimo	53,739	37% or \$7,500
Cowichan Valley	30,092	20% or \$4,100

Each regional district would be responsible for their own travel arrangements if a site visit to the Chester facility was desired

Please provide your feedback to the above and direct us to your key staff that we should work with on this initiative. If you have any questions or require further information, please contact Marc Rutten, General Manager of Engineering Services, email mrutten@comoxvalleyrd.ca or call 250-334-6080.

Sincerely,



Russell Dyson
Chief Administrative Officer

cc: Marc Rutten, General Manager of Engineering Services

Enclosure: Staff Report - Performance Monitoring of Waste Management Technology

\mb

¹ Based on AVICC solid waste data summary for 2016

TO: Committee of the Whole **MEETING:** April 9, 2019
FROM: Shelley Norum **FILE:** 5345-60
Wastewater Program Coordinator
SUBJECT: Liquid Waste Management Plan Monitoring Committee Terms of Reference

RECOMMENDATION

That the Board approve the Draft Liquid Waste Management Plan Monitoring Committee Terms of Reference.

SUMMARY

A draft revision of the Liquid Waste Management Plan (LWMP) Monitoring Committee Terms of Reference, provided in Attachment 1, includes options to improve the likelihood of achieving quorum at LWMP Monitoring Committee meetings and guidance on how to manage meetings that do not achieve quorum. These include:

1. Defining quorum.
2. Allowing alternate members.
3. Removing agencies who declined the invitation to participate in the Committee.
4. Allowing meetings without quorum to proceed without motions or votes.

There are no financial implications for approving the changes made to the draft LWMP Monitoring Committee Terms of Reference.

BACKGROUND

The Regional District of Nanaimo (RDN) provides municipal wastewater conveyance, treatment and disposal services across the region. Under the provincial Municipal Wastewater Regulation, municipal wastewater discharges may be permitted through:

- Registration;
- Permits; and/or
- An approved LWMP with its associated Operational Certificates.

An approved LWMP is legally binding. The RDN has an approved LWMP and with that comes the authority and responsibility to implement the plan. While the responsibility for the management of the LWMP ultimately rests with the RDN Board, the Province requires that a monitoring committee is also involved with LWMP implementation.

The current Terms of Reference for the LWMP Monitoring Committee (provided in Attachment 2) was originally approved in 2014 and does not identify the number required for quorum. In absence of specific direction, quorum is achieved when the majority of members are present. In 2018, two LWMP Monitoring Committee meetings were inquorate based on the default definition.

The revised draft LWMP Monitoring Committee Terms of Reference (provided in Attachment 1) includes options to improve the likelihood of quorate meetings and provides guidance on how to manage meetings that do not achieve quorum. These include:

1. **Defining quorum.** Meetings will achieve quorum when at least six members are present.
2. **Allowing alternate members.** Government and agency members may designate an alternate should the representative be unable to attend.
3. **Removing agencies who declined the invitation to participate in the Committee.**
The draft Terms of Reference removed the following agencies:
 - Environment and Climate Change Canada
 - Ministry of Environment and Climate Change Strategy
 - Ministry of Transportation and Infrastructure
 - Georgia Strait Alliance.
4. **Allowing meetings without quorum to proceed without motions or votes.** In the absence of a quorum, a meeting can still proceed, and topics can still be discussed, provided no motions are made or votes taken. This allows the RDN to fulfil its obligation to the Province to maintain the Committee.

ALTERNATIVES

1. Approve the Draft LWMP Monitoring Committee Terms of Reference.
2. Do not approve the Draft LWMP Monitoring Committee Terms of Reference and provide alternate direction.

FINANCIAL IMPLICATIONS

There are no financial implications for approving the changes made to the draft LWMP Monitoring Committee Terms of Reference.

STRATEGIC PLAN IMPLICATIONS

Focus On Relationships- We Will Focus On Improved Two-Way Communication Within The Regional District And With Our Communities

Draft updates to the Terms of Reference are recommended to improve the LWMP Monitoring Committee's role as a communication tool.



Shelley Norum
snorum@rdn.bc.ca
March 20, 2019

Reviewed by:

- S. De Pol, Director, Water and Wastewater
- R. Alexander, General Manager, Regional and Community Utilities
- P. Carlyle, Chief Administrative Officer

Attachments:

1. Draft – Liquid Waste Management Plan Monitoring Committee Terms of Reference
2. Current – Liquid Waste Management Plan Monitoring Committee Terms of Reference

**REGIONAL DISTRICT OF NANAIMO
LIQUID WASTE MANAGEMENT PLAN MONITORING COMMITTEE**

DRAFT TERMS OF REFERENCE

BACKGROUND

The Regional District of Nanaimo (RDN) provides municipal wastewater conveyance, treatment, and disposal services across the region. Under the provincial Municipal Wastewater Regulation, municipal wastewater discharges may be permitted through:

- Registration;
- Permits; and/or
- An approved Liquid Waste Management Plan (LWMP) with its associated Operational Certificates.

An approved LWMP is legally binding. The RDN has an approved LWMP and with that comes the authority and responsibility to implement the plan.

PURPOSE

While the responsibility for the management of the LWMP ultimately rests with the RDN Board of Directors, the Province requires that a monitoring committee oversees LWMP implementation.

ROLES AND RESPONSIBILITIES

LWMP Monitoring Committee will:

- Review reports presented by RDN staff and their consultants relating to LWMP programs;
- Review the public education programs associated with the LWMP (e.g. SepticSmart);
- Provide recommendations to RDN staff regarding the implementation of programs and policies relating to the LWMP and wastewater management;
- Review annual status reports documenting LWMP implementation;
- Recommend refinements to the LWMP program actions to keep implementation on track with the overall objectives and targets;
- Assist RDN staff in developing strategies to increase the effectiveness of the LWMP; and
- Recommend amendments to the plan, as necessary.

MEMBERSHIP

There may be up to 17 voting members and invitations will extend to the following:

- RDN Board – 4 members
- City of Nanaimo – 1 member
- City of Parksville – 1 member
- Town of Qualicum Beach – 1 member
- District of Lantzville – 1 member
- Snuneymuxw First Nation – 1 member
- Snaw-naw-as First Nation – 1 member
- Qualicum First Nation – 1 member
- Business Community – 2 members
- General Public – 2 members
- Island Health – 1 member
- Fisheries and Oceans Canada – 1 member

RDN staff shall act as a resource to the Committee.

CHAIRPERSON

The Committee Chairperson will be a Board Director appointed by the Chair of the RDN.

APPOINTEMENT AND TERM

RDN Board members are appointed annually by the Chair of the RDN. The term of appointment for other members is two years or until new members are appointed.

Representatives from the business community and general public will be appointed by the Board through an application process in accordance with the Appointments to RDN Advisory Committees/Commissions Policy A1.14.

Government and agency members may appoint a representative and may designate an alternate, should the representative be unable to attend.

Lack of attendance may result in a member having their membership revoked at the discretion of the Committee. If a member resigns from the Committee, their position will be filled through the application process or by appointment, as appropriate.

QUORUM

Meetings will achieve quorum when at least six members are present. In the absence of a quorum, a meeting can still proceed, and topics can still be discussed, provided no motions are made or votes taken.

DECISION MAKING

Committee decisions will be made by consensus whenever possible. If necessary, votes may be taken.

Committee meetings are open to the public; however only Committee members have speaking and voting privileges. Delegations that wish to address the Committee must seek approval from the Committee through a written request.

MEETINGS

The Committee will meet at least two times per year with a provision for workshops or other presentations at the Committee's discretion. Meetings will generally be held mid-day. Meals will be provided when Committee activities coincide with meal times.

There is no remuneration for participation on the Committee but the RDN will reimburse mileage expenses according to Volunteer Mileage Reimbursement Policy A2.19.

**REGIONAL DISTRICT OF NANAIMO
LIQUID WASTE MANAGEMENT PLAN MONITORING COMMITTEE**

**TERMS OF REFERENCE
November 2014**

PURPOSE

The Liquid Waste Management Plan Monitoring Committee (LWMP Monitoring Committee) will oversee and evaluate implementation of the amended Liquid Waste Management Plan (LWMP). The LWMP Monitoring Committee fulfills the role of the monitoring committee as described by the Ministry of Environment Interim Guidelines for Preparing Liquid Waste Management Plans (2011).

ROLES AND RESPONSIBILITIES

LWMP Monitoring Committee will:

- Review reports presented by RDN staff and their consultants relating to LWMP programs
- Review progress of the public education programs, such as SepticSmart
- Review progress of plans and reports which fall under the LWMP programs (e.g. Rainwater Management Plan)
- Provide recommendations to RDN staff regarding the implementation of programs and policies relating to the LWMP and wastewater management
- Review annual status reports documenting LWMP implementation
- Recommend refinements to the LWMP program actions to keep implementation on track with the overall objectives and targets
- Assist RDN staff in developing strategies to increase the effectiveness of the LWMP
- Recommend amendments to the plan, as necessary.

MEMBERSHIP

The LWMP Monitoring Committee will consist of up to 21 voting members. Invitations for committee representation will extend to the following groups and organizations:

4 members	RDN Board
4 members	Municipal Staff (Nanaimo, Parksville, Qualicum Beach, and Lantzville)
1 member	Snuneymuxw First Nation
1 member	Snaw-naw-as First Nation
1 member	Qualicum First Nation
1 member	Ministry of Environment
1 member	Ministry of Transportation and Infrastructure
1 member	Fisheries and Oceans Canada
1 member	Environment Canada
1 member	Island Health
1 member	Georgia Strait Alliance
2 members	Business Community (District 68, District 69)
2 members	General Public (District 68, District 69)

RDN staff shall participate in a resource capacity.

Representatives from the business community and general public will be appointed by the Board through an application process in accordance with the Appointments to RDN Advisory Committees/Commissions Policy A1.14. Government and agency members will be appointed by the member's organization.

TERM

The term of appointment is two years or until new members are appointed. Lack of attendance may result in members having their membership revoked at the discretion of the committee. If a member resigns from the committee, their position will be filled through the application process or by appointment, as appropriate.

CHAIRPERSON

A Board Director will chair the meetings.

MEETINGS

The LWMP Monitoring Committee will meet at least two times per year with a provision for workshops or other presentations at the LWMP Monitoring Committee's discretion. Meetings will generally be held mid-day. Meals will be provided when committee activities coincide with meal times.

There is no remuneration for participation on the committee but the RDN will reimburse mileage expenses according to Volunteer Mileage Reimbursement Policy A2.19.

DECISION MAKING

Committee decisions will be made by consensus whenever possible. If necessary, votes may be taken and, when making recommendations to the Board, minority opinions may be submitted in addition to the majority opinion.

Committee meetings are open to the public; however only committee members have speaking and voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request.

TO: Committee of the Whole **MEETING:** April 9, 2019

FROM: Melissa Tomlinson
Special Projects Coordinator,
Emergency Services **FILE:** 7130-03 ESU

SUBJECT: Emergency Services Update

RECOMMENDATION

That the Emergency Services Update be received for information.

SUMMARY

The Regional District of Nanaimo (RDN) Emergency Program provides emergency management through the British Columbia Emergency Management System (BCEMS) four phase approach to emergency management. Prevention and mitigation, preparedness, response, and recovery provide the foundation for emergency planning activities.

In 2018, the RDN received grant funding towards three projects. These projects are the National Disaster Mitigation Program (NDMP), Emergency Support Services (ESS) trailer, and the Emergency Operations Centre (EOC) updates. In addition to the grant funded projects, several projects were outlined on the Emergency Services work plan as a result of the 2016 Gap Analysis.

BACKGROUND

National Disaster Mitigation Program (NDMP) and Hazard, Risk and Vulnerability Assessment (HRVA) Project

The project to complete a full Hazard, Risk and Vulnerability Assessment for the region, including the RDN, City of Parksville and Town of Qualicum Beach will be completed parallel to the National Disaster Mitigation Program (NDMP) Flood Risk Assessment Project. Work began on these projects in May 2018, with CCEM Strategies as the successful consultant. This project has engaged over 70 stakeholders from across the region in consultation sessions held in October 2018 and in February 2019. These stakeholder engagement sessions provided valuable information for this project as well as created a networking opportunity for many groups involved in emergency preparedness in our region. A final engagement session is scheduled for June 2019.

This project is on time and is slated for completion in September 2019. The final document will help guide risk-based decision making and will enhance current and future emergency planning documents including the RDN Emergency Plan.

ESS Trailer

The RDN was awarded a \$25,000 grant to purchase and equip an ESS trailer to serve communities of the District. A utility trailer was purchased and converted to an ESS trailer. This included design and construction of a workspace and supply storage, electrical, decals, and ESS supplies. Supplies purchased include tents, tables, pet supplies, comfort items, staff and volunteer materials and a generator. The ESS trailer is fully mobile and can be setup at any location to provide onsite support services. This project was completed in March 2019.

EOC Updates

The RDN was approved in early 2018 for a \$24,000 grant to purchase and install dedicated phone line handsets, a GIS enabled laptop and external storage as well as two satellite phones for the EOC. All these items were purchased in 2018 and came well under budget. A budget amendment was approved in January 2019 to add two radio communications laptops and pelican cases, two LTE tablets as well as a projector and screen. These items are being purchased and this project will be complete in April 2019.

Evacuation Route Planning

In Feb 2019, the RDN received notification that both the RDN and District of Lantzville were successful in their applications for \$25,000 each to complete evacuation route planning in Electoral Area E, Lantzville and Snaw-Naw-As First Nation. An RFP has been issued for work on this project with a closing deadline of April 18, 2019.

Electoral Areas A and C - Emergency Support Services (ESS) Development

Development of an ESS program to serve Electoral Areas A and C has been identified as a priority project for 2019. The RDN held a Community Gathering Event in October 2018 and recruited four interested volunteers. A secondary event is being held in April in conjunction with the Cedar Community Hall. This event will be centered around Emergency Preparedness and ESS recruitment. The first ESS team meeting is scheduled for May to formally register interested volunteers and commence training with a goal to create an ESS volunteer team that can serve our southern communities along with support of the City of Nanaimo ESS team through the Emergency Management Agreement.

Connect Rocket RDN Emergency Notification System

The RDN Emergency Notification System was launched in the spring of 2017 and by the beginning of 2018 approximately 1500 residents had registered to receive notifications. RDN Emergency Notifications are sent through text message and voice calls and were used during the August 2018 Nanaimo lakes wildfire, the October 2018 BC Great Shakeout event as well as during the December 2018 windstorm. Connect Rocket Notifications are also used to inform Emergency Operations Centre (EOC) staff of activations. As a result of community feedback, the RDN now has a dedicated voice call phone number (778-762-3444) that can be programmed into a user's phone that will identify the RDN as the caller.

The 2018 business plan aimed to increase the RDN Notification System subscriptions by 20% and was advertised through newspaper ads, ad insert in the utilities mail-out, in social media as well as in media releases during emergency events. By the end of 2018, subscription had increased to approximately 7500 residents, which was a 500% increase. So far, in the first quarter of 2019, we have seen almost another 1000 subscriptions. We will continue to use the RDN Emergency Notification System for emergency information and will promote it during community events and in the media where possible.

Emergency Operations Centre Staff Training

Maintaining current training and exercises for staff is essential to being prepared to respond during an emergency or disaster. The RDN coordinates EMBC sponsored training with the Mid Island Emergency Coordinators and Managers (MIECM). This group encompasses approximately thirty (30) local governments, First Nations and emergency management organizations throughout the Vancouver Island region from the Cowichan Valley Regional District to the Regional District of Mount Waddington and from the Alberni-Clayoquot Regional District to the qathet Regional District. This coordination ensures that there is a variety of courses offered at different times of the year. In addition to sponsored training, in 2018, the RDN provided an EOC Logistics course, EOC Director course, Policy Group training, and a Learning Lab.

A simulated EOC exercise was held in June 2018, in the RDN Board Chambers, 28 staff attended this two-hour session. In November, a Connect Rocket EOC activation test and EOC set up drill was held in the RDN Board Chambers, 20 staff attended this session.

An EOC Essentials course was held in Lantzville and two EMBC sponsored courses hosted by the RDN are scheduled in the spring of 2019, Information Officer and Planning for Community Disaster Recovery. Two table-top exercises are also planned for 2019, ahead of the Wildfire and Flood seasons.

Community Outreach

In 2018, Emergency Services attended over 20 public engagement sessions providing household and NEPP preparedness information. Events completed or confirmed for 2019 to date include:

Date	Event	Location
January 28, 2019	Emergency Preparedness Workshops	St. Phillips Church, Lantzville
February 19, 2019	NEPP Presentation	San Pareil, Parksville
March 13, 2019	Emergency Preparedness Workshop	Lighthouse Community Hall
April 6, 2019	Fire Department Open House and Emergency Preparedness	Gabriola Island
April 25, 2019	Emergency Preparedness Information Session	Cedar Community Hall
October 5, 2019	Emergency Preparedness EXPO	Qualicum Beach Civic Centre

ALTERNATIVES

1. That the Emergency Services Update be received for information
2. That alternate direction be provided

FINANCIAL IMPLICATIONS

The projects outlined in this update have been accounted for in the 2019 Emergency Services budget.

STRATEGIC PLAN IMPLICATIONS

Focus On Service And Organizational Excellence - We View Our Emergency Services As Core Elements Of Community Safety



Melissa Tomlinson
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March 14, 2019

Reviewed by:

- C. Morrison, Manager, Emergency Services
- D. Pearce, Director, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer