

## REGIONAL DISTRICT OF NANAIMO EXECUTIVE COMMITTEE AGENDA

Thursday, July 12, 2018 12:00 PM RDN Committee Room

## 1. CALL TO ORDER

## 2. APPROVAL OF THE AGENDA

#### 3. ADOPTION OF THE MINUTES

#### 3.1 Executive Committee Meeting – May 15, 2018

That the minutes of the Executive Committee meeting held May 15, 2018 be adopted.

#### 4. REPORTS

#### 4.1 Health and Safety Update

That this report be received on the most recent steps to increase Health and Safety at the RDN.

## 5. IN CAMERA

That pursuant to Section 90 (1) (a), and (c) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality and labour relations or other employee relations.

## 6. ADJOURNMENT

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#### **REGIONAL DISTRICT OF NANAIMO**

## MINUTES OF THE EXECUTIVE COMMITTEE MEETING

## Tuesday, May 15, 2018 11:30 A.M. RDN Benson Room

In Attendance:	Director B. Veenhof Director I. Thorpe Director A. McPherson Director H. Houle Director M. Lefebvre Director B. Bestwick Director B. McKay	Chair Vice Chair Electoral Area A Electoral Area B City of Parksville City of Nanaimo City of Nanaimo
Regrets:	Director J. Stanhope	Electoral Area G
Also in Attendance:	Director B. Rogers Director M. Young	Electoral Area E Electoral Area C
	P. Carlyle	Chief Administrative Officer
	D. Wells	Gen. Mgr., Corporate Services
	T. Osborne	Gen. Mgr., Recreation & Parks
	G. Garbutt	Gen. Mgr., Strategic & Community Development
	W. Idema	Director, Finance
	D. Pearce	Director, Transportation & Emergency Services

#### **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 presented.

CARRIED UNANIMOUSLY

#### ADOPTION OF MINUTES

#### **Executive Committee Meeting - February 27, 2018**

It was moved and seconded that the minutes of the Executive Committee meeting held February 27, 2018, be adopted.

CARRIED UNANIMOUSLY

#### **IN CAMERA**

It was moved and seconded that pursuant to section 90(1)(c) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to labour relations or other employee relations.

CARRIED UNANIMOUSLY

TIME: 11:01AM

#### ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 11:41AM

CHAIR

CORPORATE OFFICER



# **STAFF REPORT**

то:	Executive Committee	MEETING:	July 12, 2018
FROM:	Phyllis Carlyle Chief Administrative Officer	FILE:	
SUBJECT:	Health and Safety Update		

## RECOMMENDATION

That this report be received on the most recent steps to increase Health and Safety at the RDN.

#### SUMMARY

The RDN has taken a more proactive approach to health and safety with the recent recruitment of a Manager dedicated solely to the area. The RDN has also created an additional 5 Joint Occupational Health and Safety (JOHS) Committees with an accompanying annual budgetary impact.

## BACKGROUND

The Board approved a new position for a Manager of Occupational Health and Safety. This position is shared with the Town of Qualicum Beach. The synergy of having the two entities share a resource in this complex area should yield greater results for each.

In late 2017, WorkSafeBC ordered that due to the number of RDN work locations, the diversity of the work performed and the RDN's injury rate that Joint Occupational Health and Safety (JOHS) Committees were to be established in every workplace where 20 or more workers are regularly employed.

As a result of WorkSafeBC's legislative requirement, which WorkSafeBC will not waive, the RDN has 5 new JOHS Committees, for a total of 6 Committees. These Committees each have 5-6 members, and each member must be offered annual training. The Committees meet monthly for approximately one hour, in addition to carrying out the various responsibilities of the Committee such as site inspections, accident investigations, etc.

There was over \$9000 in initial costs associated with establishing the additional 5 Committees and as the RDN must offer annual training to each Committee Member, as required by the legislation; this training will be an ongoing annual cost.

As well, each of these Committee Members has to schedule time away from work, so productivity was and will continue to be impacted by this requirement. Each year, each Committee will meet

monthly, and these meetings will cost approximately an additional \$15,000 per year of lost staff time.

With a larger number of Committees the concept is that work-related safety matters can be addressed with more local knowledge and more expeditiously. Whether these additional Committees reduce the rate of worker injury will be analyzed after the Committees have been in operation for a year.

In addition to the 6 Committees, at every weekly senior management group meeting and at the monthly managers' meeting, the topic of employee safety is discussed.

It is important that the Board be kept up-to-date on all of the additional resources dedicated to health and safety and to meeting legislative requirements.

## ALTERNATIVES

There are no alternatives as this is a legal requirement.

#### FINANCIAL IMPLICATIONS

There will be added annual costs of approximately \$12,000 to provide the 8 hours of training annually for all Committee Members, in addition to lost productivity costs. However with increased formalized safety awareness, a reduced worker injury rate and accompanying savings should be realized.

#### STRATEGIC PLAN IMPLICATIONS

The Board's Strategic Plan recognizes a focus on organizational excellence, which encompasses the responsibility to provide a safe and healthy workplace for our employees and to follow all legislative requirements.

Phyllis Carlyle July 12, 2018