



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING WEDNESDAY, FEBRUARY 11, 2015

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u> <i>(immediately following the ACRD Board Meeting)</i>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>ADOPTION OF MINUTES</u>	
a. Board of Directors Meeting – January 14, 2015	3-5
<i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on January 14, 2015 be adopted.</i>	
4. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
5. <u>CORRESPONDENCE FOR ACTION</u>	
6. <u>CORRESPONDENCE FOR INFORMATION</u>	
a. Tsawaayuus (Rainbow Gardens)	6
Open House on Expansion of Affordable Senior Housing and Care Services	
b. Island Health	7-10
2015.16 Capital Projects and Equipment	
7. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION	11-15
Re: 2015 Annual Budget	
<i>THAT the Alberni Clayoquot Regional Hospital District Board of Directors give first reading to Bylaw 118, cited as "Alberni-Clayoquot Regional Hospital District 2015 Annual Budget No. 118".</i>	
8. <u>REPORTS</u>	

- a. Bamfield Outpost Hospital – B. Baden
- b. Alberni-Clayoquot Continuing Care Society – J. McNabb
- c. Island Health Capital Planning Committee – J. McNabb
- d. West Coast Native Health Care Society – P. Cote
- e. Tofino General Hospital – J. Osborne/D. St. Jacques
- f. Alberni-Clayoquot Health Network – P. Cote
- g. Other Reports

THAT the Regional Hospital Board of Directors receives reports a-g.

9. UNFINISHED BUSINESS

10. LATE BUSINESS

11. QUESTION PERIOD

12. ADJOURN



Alberni-Clayoquot Regional Hospital District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JANUARY 14, 2015

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS

John McNabb, Chairperson, Electoral Area "E" (Beaver Creek)

PRESENT:

Josie Osborne, Vice-Chair, Mayor, District of Tofino
Keith Wyton, Electoral Area "A" (Bamfield)
Mike Kokura, Electoral Area "B" (Beaufort)
Tony Bennett, Electoral Area "C" (Long Beach)
Penny Cote, Electoral Area "D" (Sproat Lake)
Lucas Banton, Electoral Area "F" (Cherry Creek)
John Jack, Councillor, Huu-ay-aht First Nation
Jack McLeman, Councillor, City of Port Alberni
Mike Ruttan, Mayor, City of Port Alberni
Dianne St. Jacques, Mayor, District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułuꞑiꞑꞑath Government
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 3:43 pm.

The Chair recognized the meeting this afternoon is being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director Osborne

SECONDED: Director Banton

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Board of Directors Meeting – December 5, 2014**

MOVED: Director Kokura
SECONDED: Director Cote

THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on December 5, 2014 be adopted

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION

6. CORRESPONDENCE FOR INFORMATION

7. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Finance Warrant No. 478.

MOVED: Director Cote
SECONDED: Director McLeman

THAT the Regional Hospital District Board of Directors approves Finance Warrant Number 478 in the amount of \$576,872.30 dated December 31, 2014.

CARRIED

b. Request for Decision regarding 2015 Committee Appointments.

MOVED: Director Bennett
SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approves the 2014 Committee Appointments as presented.

CARRIED

8. REPORTS

a. Bamfield Outpost Hospital – K. Wyton – No Report

b. Alberni-Clayoquot Continuing Care Society – J. McNabb

The Chairperson provided a brief update on the Society. There is general interest in working with the ACHN and the Transportation Table of Partners to investigate options to provide high level transportation for special needs and seniors in the community.

c. IH Capital Planning Committee – J. McNabb – No Report

d. West Coast Native Health Care Society – P. Cote – No Report

e. Tofino General Hospital – J. Osborne/D. St. Jacques

Director St. Jacques reported a meeting is being arranged with the Manager of Tofino General Hospital to discuss the heli-pad issue.

f. Alberni-Clayoquot Health Network – P. Cote

Director Cote reported that the ACHN Table of Partners is meeting next Wednesday. The Network has put out an expression of interest for a new Coordinator which closes on Feb. 6th at 4:00 pm. The action tables are starting to come together. Invitations have been sent out to various interest groups to sit on the Transportation Action Table.

g. Other Reports – None

MOVED: Director McLeman

SECONDED: Director Kokura

THAT the Board of Directors receive the area reports.

CARRIED

9. QUESTION PERIOD

10. ADJOURN

MOVED: Director Osborne

SECONDED: Director Ruttan

THAT this meeting be adjourned at 3:52 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Russell Dyson,
Chief Administrative Officer



Tsawwassen
(Rainbow Gardens)
Westcoast Native Health Care Society

6151 Russell Place
Port Alberni BC V9Y 7W3
Phone: 250.724.5655
Fax: 250.724.5666
Email: info@rainbowgardens.bc.ca

January 20, 2015

Dear Friends and Neighbours,

The WestCoast Native Health Care Society (Rainbow Gardens) and the City of Port Alberni have an agreement of purchase and sale for the possible sale of a City owned property at 5350 Russell Street, better known as Westporte Park.

Our intent is to expand opportunities for providing affordable senior housing and care services in the area, and create a Campus of Care for the community.

We would like to invite you to an information session (open house) on **February 19th from 1:30 to 4:00 pm in our Board Room in the Assisted Living Wing, 6222 Compton Road** to discuss this initiative, listen to your questions and concerns, and inform you on how we are planning to proceed in this endeavor, prior to setting a public hearing date for rezoning this park, and concurrently the City of Port Alberni rezoning neighbourhood property for the future replacement of Westporte Park.

Anyone wishing more information on this initiative is asked to contact our Building Committee directly through email at info@rainbowgardens.bc.ca

We look forward to seeing you there.

Sincerely,
WNHCS Building Committee,
Westcoast Native Health Care Society

January 30, 2015

Alberni-Clayoquot Regional Hospital District (ACRHD)
Attn: Teri Fong, Manager of Finance
3008 5th Ave
Port Alberni, B.C. V9Y 2E3

Dear Ms. Fong:

Re: 2015/16 Capital Projects and Equipment

I am writing to advise you of the Island Health 2015/16 capital plan for which ACRHD cost-sharing is requested.

This request assumes ACRHD's usual annual funding amount of \$550,000.

Island Health proposes the following allocation which we have itemized in the attached project and equipment lists:

2015 ACRHD Allocation

Minor Capital Projects	\$261,293
Equipment	\$79,628
Unallocated Funding	\$209,079
	\$550,000

Island Health will be completing its capital prioritization process in February and is requesting that the unallocated funding be reserved for additional projects and equipment that may result from that process.

Revisions to Prior Year Requests

Since Island Health's RHD request process last year, some larger high priority projects have emerged, some which are RHD specific, and some which are island-wide like the Unit Dose Medication Distribution System described below.

To fund these priorities, Island Health has had to defer and/or reduce the scope of previously approved RHD projects, which includes the following two West Coast General Hospital (WCGH) projects:

.../2

Capital Planning

Located at: 1952 Bay Street | Victoria, BC V8R 1J8 Canada
Mailing address: 1952 Bay Street | Victoria, BC V8R 1J8 Canada

Tel: 250-370-8912 | Fax: 250-370-8750
viha.ca

File #	Project Name	Site	Original Total Project Cost	Revision
3733	Renovation of Emergency Department Triage Area	WCGH	\$4,026,000	Project deferred; scope under review; and budget to be revised
4710	Replace Chiller	WCGH	\$950,000	Project deferred

ACRHD will be advised on progress related to the WCGH Emergency Department triage area project. Planning is underway to revise the scope to address the highest priority areas. As this project is anticipated to be greater than \$1.5 million, a formal project request will be submitted requesting ACRHD funding approval. The project is currently planned to begin in 2018.

Unit Dose Medication Distribution System

As part of the Quality and Patient Safety Initiative, Island Health is implementing a strategy to implement a bar-coded unit dose medication system. This “closed loop” medication system uses a bar code scanning system to allow nursing and medical staff to verify that the right drug, in the right dose, and by the right route of administration, is being given to the right patient at the right time. Bar coding, when integrated with the advancement of the Island Health Electronic Health Record (IHealth) will serve as an automated independent double-check where none exists today. For 2015/16, Island Health is requesting cost-sharing to implement this project at WCGH. As the planning progresses, Island Health will provide additional information related to this project.

Tofino Helipad Project

As an update to my correspondence dated February 4, 2014, Island Health has reviewed the medium term option of using the Tofino Life Boat Station helipad located within a few minutes of the hospital. As Island Health was unable to secure stretcher access to the helipad through a neighbouring property, further review of the technical issues for this option has ceased. Island Health has met with the West Coast Committee as recently as December 11, 2014 to provide an update.

I would like to thank the ACRHD for its significant contribution to Island Health’s capital projects and equipment. We are grateful for your support, and we appreciate partnering with you to meet Alberni-Clayoquot’s health infrastructure needs.

Please call me at (250) 370-8912 if you have any questions.

Yours truly,



Chris Sullivan
Director, Capital Planning

Attachments

cc: Carol Botrakoff, Manager, Capital Finance and Treasury

2015/16: Minor Capital Projects Alberni-Clayoquot Regional Hospital District

2015/16 Recommended Committee Approvals

File #	Portfolio	Project Name	Site	Total Project Cost	Previous Cashflow	Indicates Cost Sharing			Total Annual Cashflow	
						Cashflow 2015/16	2015/16 VIHA	2015/16 RHD	2016/17	2017/18
4511	FMO	Upgrade Variable Speed Drivers	WCGH	\$83,232		\$83,232	\$49,939	\$33,293		
4854	FMO	Hazardous Material Remediation	WCGH, TGH, BAM	\$40,000		\$40,000	\$24,000	\$16,000		
4858	FMO	Heliport Upgrades	WCGH	\$50,000		\$50,000	\$30,000	\$20,000		
	Integrated Health	Unit Dose Medication Distribution	WCGH	\$480,000		\$480,000	\$288,000	\$192,000		
TOTAL 2015/16 APPROVALS				\$653,232	\$0	\$653,232	\$391,939	\$261,293	\$0	\$0

2015/16 Priority Projects Beyond Funding Availability

File #	Portfolio	Project Name	Site	Total Project Cost
4710	FMO	Replace Chiller	WCGH	\$969,000
4837	FMO	MDRD HVAC Upgrade	WCGH	\$300,000
4870	FMO	Boiler Plant Upgrades	TGH	\$60,000

ISLAND HEALTH

2015/16 RECOMMENDED APPROVED CAPITAL EQUIPMENT - ALBERNI CLAYQUOT REGIONAL HOSPITAL DISTRICT

Control #	Dept	Site	Description	Qty	Budget	New / Replace
Equipment > \$100,000					Total Equipment > \$100,000	0

Equipment < \$100,000

2004	Lab Medicine - Hematology	WCGH	Coagulation Analyzer	1	59,318	R
13-0114a / 9205	Emergency Room	WCGH	Ventilators	1	21,183	R
2217	Renal Services	PACDF	Electric Dialysis Chair	1	8,448	N
2415	Home & Community Care	PAHCCS	KCI KA4/9FS3580 foam mattress inserts	5	2,809	R
2422b	Home & Community Care	PAHCCS	Adjuster - Vicair Cushions High Profile with reversible covers (1-16x16, 1-16x18, 1-18x16, 1-18x18)	4	2,766	R
2423b	Home & Community Care	PAHCCS	Adjuster - Vicair Cushions Low Profile with Reversible Cover (1-16x16, 1-16x18, 1-18x16, 4-18x18)	5	3,458	R
2237	Rural Health	TGH	Lifepak 15	1	24,410	R
2240	Rural Health	TGH	Inpatient beds (Hillrom versa Care) and separate mattresses	3	19,412	R
2322	General Support	WCGH	Trayline Pod System	1	55,660	R
2359	Residential Services	WRC	Shower Chair	2	1,607	R

Total Equipment < \$100,000	199,070
Total Equipment Approved for ACRHD	199,070
Total Possible Cost Sharing by ACRHD	79,628

Site Acronyms

PACDF	Port Alberni Community Dialysis Facility
PAHC	Port Alberni Health Centre
PAHCCS	Port Alberni Home & Community Care Services
TGH	Tofino General Hospital
WCGH	West Coast General Hospital
WRC	Westhaven, Port Alberni



REQUEST FOR DECISION

To: Regional Hospital District Board of Directors

From: Teri Fong, CPA, CGA, Manager of Finance

Meeting Date: February 11, 2015

Subject: 2015 Annual Budget

Recommendation:

That the Alberni Clayoquot Regional Hospital District Board of Directors give first reading to Bylaw 118, cited as "Alberni-Clayoquot Regional Hospital District 2015 Annual Budget No. 118".

Summary:

The Regional Hospital District paid for 40% of the West Coast General Hospital construction using long term debt secured through the Municipal Finance Association (MFA). The balance of the debt outstanding was approximately \$6.8 million at the end of 2014.

The tax requisition continues to fall as debt begins to expire for the West Coast General Hospital and the existing debt is reissued at lower interest rates. In an effort to avoid a negative spike in the tax requisition in the next couple of years staff investigated options for smoothing out the requisition including providing additional funds to Island Health (VIHA) for capital projects or making early payments on the outstanding debenture debt. Discussions with Chris Sullivan, VIHA Capital Planning Director, determined that an additional capital project is not an option this year as VIHA provides 60% of the funding and does not have the budget for any additional projects. Therefore, staff recommends budgeting \$300,000 of additional debenture debt principal funds as an early paydown of Municipal Finance Authority Issue #77 in the spring of 2016. Although this additional payment will not be made until next year, notification of our intention to make an early payment will need to be provided to MFA in advance of the adoption of the 2016 Annual Budget.

As in prior years, the annual budget includes an equipment grant of \$550,000 for Island Health to purchase equipment and complete projects for the hospitals in the Region. Island Health has provided a letter (also included in this agenda) explaining their capital plan for 2015. Staff recommends that we invite Chris Sullivan, Island Health's Capital Planning Director to a Board meeting to discuss capital projects in the ACRHD.

Time Requirements – Staff & Elected Officials:

There will be some time required of staff and elected officials to review the specific funding requests as they come in from Island Health.

Financial:

The requisition is 14.71% lower than that of the prior year. The residential tax rate has decreased from \$0.353 to \$0.294 per \$1,000 of assessed value.

Policy or Legislation:

The Alberni-Clayoquot Regional Hospital District is required by Section 23 of the Hospital District Act to adopt an annual budget by March 31 of each year.



Submitted by: _____

Teri Fong, CPA, CGA, Manager of Finance



Approved by: _____

Russell Dyson, Chief Administrative Officer



Alberni-Clayoquot Regional Hospital District

Bylaw No. 118

A bylaw to adopt the Annual Budget for the Year 2015

The Board of Directors for the Alberni-Clayoquot Regional Hospital District in open meeting assembled enacts as follows:

1. This Bylaw may be cited as the ***“Alberni-Clayoquot Regional Hospital District 2015 Annual Budget Bylaw No. 118”***.
2. Schedule “A” attached hereto and forming part of this Bylaw is the Annual Budget for the Alberni-Clayoquot Regional Hospital District for the year ending December 31, 2015.

Read a first time this day of , 2015.

Read a second time this day of , 2015.

Read a third time this day of , 2015.

Adopted this day of , 2015.

Chairperson

Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT
 2015 ANNUAL BUDGET
 SCHEDULE A - BYLAW NO. 118

Line	History			Budget	Line
	2014 ACTUAL	2014 PLAN		2015	
REVENUE					
1	\$ 601,274	\$ 601,274	Surplus (deficit) from prior years	84,473	1
2	1,985,727	1,985,726	Tax requisition	1,693,527	2
3	35,279	8,000	Grants in lieu of taxes	8,000	3
4	42,094	20,000	Investment income & refunds	20,000	4
5	\$ 2,664,374	\$ 2,615,000	TOTAL REVENUE	\$ 1,806,000	5
EXPENDITURES					
6	\$ 18,000	\$ 18,000	Administration costs	\$ 18,000	6
7	492,292	527,000	Debenture - interest	429,000	7
8	519,609	520,000	Debenture - principal	809,000	8
9	550,000	550,000	Annual equipment grant	550,000	9
10	1,000,000	1,000,000	WCGH Emergency Department	-	10
11	\$ 2,579,901	\$ 2,615,000	TOTAL EXPENDITURES	\$ 1,806,000	11

**ALBERNI CLAYOQUOT REGIONAL HOSPITAL DISTRICT
DEBENTURE DEBT BALANCE DECEMBER 31, 2014**

Issue	LA/CB	SI	Balance Dec 31, 2013	Payments & Actuarial Adj	Balance Dec 31, 2014	Maturity Date	2015 Debt Principal	2015 Interest
71	75	1999F	502,604.73	74,779.06	427,825.67	01 Dec 2019	41,233.30	39,181.90
72	75	2000S	1,403,797.38	175,055.59	1,228,741.79	01 Jun 2020	101,050.54	64,015.44
73	75/82	2000F	1,905,316.22	237,595.72	1,667,720.50	01 Jun 2020	137,151.73	86,885.50
75	83/75/82	2001F	2,342,126.20	245,271.70	2,096,854.50	01 Jun 2022	136,576.46	137,738.96
77	75/82	2002S	919,027.21	83,346.65	835,680.56	01 Jun 2020	48,731.06	49,145.84
78	75	2002F	250,364.21	22,705.56	227,658.65	01 Jun 2020	13,275.47	9,218.28
79	75	2003S	207,793.75	16,520.54	191,273.21	03 Jun 2023	10,142.18	7,042.58
93	75/82	2005S	57,754.82	4,174.67	53,580.15	04 Jun 2025	4,281.12	2,623.41
517	54	517	16,577.76	5,525.92	11,051.84	30 Nov 2023	5,525.92	11,571.82
518	54	518	84,711.11	84,711.11	0.00	11 Jun 2017	0.00	0.00
610	54	610	4,283.18	4,283.18	0.00	09 Jun 2014	0.00	0.00
623	54	623	23,899.31	5,544.94	18,354.37	29 Dec 2017	2,577.00	4,162.90
624	54	624	40,257.77	13,212.25	27,045.52	30 Nov 2023	8,259.03	17,294.80
			<u>\$ 7,758,513.65</u>	<u>\$ 972,726.89</u>	<u>\$ 6,785,786.76</u>			
						<u>\$ 508,803.81</u>	<u>\$ 428,881.43</u>	