



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING

WEDNESDAY, MARCH 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 –February 11, 2015	3-5
<i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on February 11, 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>	
7. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. Request for Decision Finance Warrant No. 479	6-7
<i>THAT the Regional Hospital District Board of Directors approves Finance Warrant Number 479 in the amount of \$18,607.31 dated February 28, 2015.</i>	
a. Request for Decision 2015 Annual Budget	8-12
<i>THAT the Alberni Clayoquot Regional Hospital District Board of Directors give second reading to Bylaw 118, cited as “Alberni-Clayoquot Regional Hospital District 2015 Annual Budget No. 118”.</i>	
<i>THAT the Alberni Clayoquot Regional Hospital District Board of Directors give third reading to Bylaw 118, cited as “Alberni-Clayoquot Regional Hospital</i>	

District 2015 Annual Budget No. 118”.

THAT the Alberni Clayoquot Regional Hospital District Board of Directors adopt Bylaw 118, cited as “Alberni-Clayoquot Regional Hospital District 2015 Annual Budget No. 118”.

8. REPORTS

- a. Bamfield Outpost Hospital – K. Wyton
- 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, FEBRUARY 11, 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
Bob Baden, Alternate Director, 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
Alan McCarthy, Member of Legislature, Yuułu?it?ath Government
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

REGRETS:

Dianne St. Jacques, Mayor, District of Ucluelet

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 3:39 pm.

The Chairperson 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 Jack

SECONDED: Director Cootes

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Board of Directors Meeting - January 14, 2015**

MOVED: Director Bennett
SECONDED: Director Osborne

THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on January 14, 2015 be adopted

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION

6. CORRESPONDENCE FOR INFORMATION

- a. **Tsawaayuus (Rainbow Gardens)**
Open House on Expansion of Affordable Senior Housing and Care Services
- b. **Island Health**
2015/16 Capital Projects and Equipment

7. REQUEST FOR DECISIONS & BYLAWS

MOVED: Director Cote
SECONDED: Director Bennett

THAT the Regional Hospital District invite Chris Sullivan, Manager, Capital Planning, Island Health be invited to meet with the Hospital District Board to discuss the deferral of 2015/16 capital projects in the Alberni-Clayoquot region and Tofino General Hospital.

CARRIED

a. Request for Decision regarding 2015 Annual Budget

MOVED: Director Bennett
SECONDED: Director Kokura

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".

CARRIED

8. REPORTS

- a. **Bamfield Outpost Hospital – K. Wyton – No Report**
- b. **Alberni-Clayoquot Continuing Care Society – J. McNabb – No Report**
- 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 – No Report**
- f. **Alberni-Clayoquot Health Network – P. Cote**

Director Cote provided an update on the Network. They are currently going through a recruitment process for a new Health Network Coordinator. The Table of Partners is meeting tomorrow to approve the 2015 budget.

g. Other Reports – No Reports

MOVED: Director Bennett
SECONDED: Director McLeman

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

CARRIED

9. QUESTION PERIOD

10. ADJOURN

MOVED: Director Jack
SECONDED: Director Bennett

THAT this meeting be adjourned at 3:52 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Russell Dyson,
Chief Administrative Officer



MEMORANDUM

TO: Regional Hospital District Board of Directors
FROM: Andrew McGifford, Acting Manager of Finance
DATE: March 11, 2015
RE: Finance Warrant No.479

Recommendation:

That the Regional Hospital District Board of Directors approves Finance Warrant Number 479 in the amount of \$18,607.31 dated February 28, 2015.

Chief Administrative Officer Comments:

Concur

IMPLICATIONS OF THE RECOMMENDATION

1. **GENERAL**

That the Regional Hospital District Board of Directors reviews the details of the expenditures made in the previous month and when satisfied, approves the finance warrant.

2. **TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS** – none

3. **FINANCIAL** – none

4. **POLICY OR LEGISLATIVE** – none

5. **RELEVANCE TO THE STRATEGIC PLAN AND CURRENT WORK PLAN**

Improve financial controls by increasing the transparency of the Hospital District's financial affairs.

6. **COMMUNICATIONS ISSUES** - none

Submitted by: Andrew McGifford, Acting Manager of Finance

Alberni-Clayoquot Regional Hospital
Cheque Register - Detail - Supp.



AP5100

Page : 1

Date : Mar 05, 2015

Time : 8:51 am

Supplier : 0050 To 912
 Trans. Date : 01-Feb-2015 To 28-Feb-2015
 Cheque Date : 01-Feb-2015 To 28-Feb-2015
 Cheque No. : All
 Batch No. : All

Bank : 1 To 1
 Status : All
 Medium :
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
1850	VANCOUVER ISLAND HEALTH AUTHORITY						
1016	04-Feb-2015		Issued	2	C	18607.31	
FEB1/15	01-4-6030-000	ACCOUNTS PAYABLE			18607.31		
Invoice Description --> P-405, P-406, P-407							
Total :					18607.31	0.00	18607.31
Supplier Total :					18607.31	0.00	18607.31

Total Computer Paid :	<u>18,607.31</u>	Total EFT PAP :	<u>0.00</u>	Total Paid :	<u>18,607.31</u>
Total Manually Paid :	<u>0.00</u>	Total EFT File Transfer :	<u>0.00</u>		



REQUEST FOR DECISION

To: Regional Hospital District Board of Directors

From: Andrew McGifford, Acting Manager of Finance

Meeting Date: March 11, 2015

Subject: 2015 Annual Budget

Recommendation:

That the Alberni Clayoquot Regional Hospital District Board of Directors give second and third reading as well as adoption 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 Authority (MFA). The balance of the debt outstanding was approximately \$6.8 million at the end of 2014.

In addition to funding the long term borrowing for the West Coast General Hospital the Hospital District also provides Island Health funding to complete other capital projects and purchase equipment for our region. Island Health provided a letter to the Board at the February 11th Regional Hospital District meeting explaining their 2015 capital plan. This included a plan for the \$550,000 annual equipment grant that the Hospital District.

The planned Emergency Department (ER) renovation at the WCGH has been deferred to 2018 and discussions with Chris Sullivan has determined that there is no additional projects planned in 2015/16 year for the ACRHD. The ER renovation was a major project valued at approximately \$4 million of which the Hospital District will be responsible for 40% of the costs or \$1.6 million. The 2014 Annual Budget included \$1 million in funding for this project with the remaining \$600,000 to be requisition in 2015. The project has been deferred therefore we will delay that requisition amount. In an effort to avoid a negative spike in the tax requisition in the next couple of years staff identified options for smoothing out the requisition and will making early payments on the outstanding debenture debt that is coming up for renewal in early 2016.

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 the Vancouver Island Health Authority.

Financial:

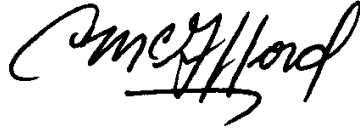
The requisition is 14.71% lower than that of the prior year. The residential tax rate has decreased from \$0.353 to \$0.294 per \$1,000 of assessed value.

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.

Options:

If any amendments are required they should be made during second reading.



Submitted by: _____
Andrew McGifford, Acting 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 11th day of February, 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>