



# Alberni-Clayoquot Regional Hospital District

## BOARD OF DIRECTORS MEETING WEDNESDAY, DECEMBER 13, 2017

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

### AGENDA

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- |  | PAGE #      |
|--|-------------|
| <b>1. <u>CALL TO ORDER</u></b><br><i>(immediately following the ACRD Board Meeting)</i>  |             |
| <b>Recognition of Traditional Territories.</b>   |             |
| <b>2. <u>APPROVAL OF AGENDA</u></b><br><i>(motion to approve, including late items requires 2/3 majority vote)</i>   |             |
| <b>3. <u>ADOPTION OF MINUTES</u></b>   |             |
| a. <b>Board of Directors Meeting – November 8, 2017</b><br>(ALL VOTE)  | <b>3-6</b>  |
| <i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on November 8, 2017 be adopted.</i>                                      |             |
| <b>4. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS (10-minute maximum)</u></b>  |             |
| <b>5. <u>CORRESPONDENCE FOR ACTION</u></b>   |             |
| <b>6. <u>CORRESPONDENCE FOR INFORMATION</u></b>  |             |
| <b>7. <u>REQUEST FOR DECISIONS &amp; BYLAWS</u></b>  |             |
| a. <b>Request for Decision</b><br>Finance Warrant No. 505<br>(ALL VOTE)  | <b>7-8</b>  |
| <i>THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 505 in the amount of \$39,129.99 dated November 30, 2017.</i> |             |
| b. <b>Request for Decision</b><br>2018 Provisional Budget<br>(ALL/WEIGHTED)  | <b>9-14</b> |

*THAT the Alberni Clayoquot Regional Hospital District Board of Directors give first reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2018 Provisional Budget No. 123."*

*THAT the Alberni Clayoquot Regional Hospital District Board of Directors give second reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2018 Provisional Budget No. 123."*

*THAT the Alberni Clayoquot Regional Hospital District Board of Directors give third reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2018 Provisional Budget No. 123."*

*THAT the Alberni Clayoquot Regional Hospital District Board of Directors adopt the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2018 Provisional Budget No. 123."*

**8. REPORTS**

- a. Bamfield Health Centre – K. Wyton
- b. Alberni-Clayoquot Continuing Care Society – J. McNabb
- c. Island Health Capital Planning Committee – J. Osborne
- 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/J. Osborne
- g. Other Reports  
(ALL VOTE)

*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, NOVEMBER 8, 2017

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

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### **DIRECTORS**

Josie Osborne, Chairperson, Mayor, District of Tofino

### **PRESENT:**

John Jack, Vice-Chairperson, Councillor, Huu-ay-aht First Nation

Keith Wyton, Director, Electoral Area "A" (Bamfield)

Mike Kokura, Director, Electoral Area "B" (Beaufort)

Penny Cote, Director, Electoral Area "D" (Sproat Lake)

Lucas Banton, Director, Electoral Area "F" (Cherry Creek)

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, Yuułu?it?ath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

### **REGRETS:**

Tony Bennett, Director, Electoral Area "C" (Long Beach)

Kirsten Johnsen, Councillor, Toquaht Nation

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

### **STAFF PRESENT:**

Douglas Holmes, Chief Administrative Officer

Andrew McGifford, Manager of Environmental Services

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 3:45 pm.

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

### **2. APPROVAL OF AGENDA**

*MOVED: Director Jack*

*SECONDED: Director Cote*

*THAT the agenda be approved as circulated.*

**CARRIED**

### **3. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – October 11, 2017**

*MOVED: Director Cootes*  
*SECONDED: Director Jack*

*THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on October 11, 2017 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. 504.**

*MOVED: Director Kokura*  
*SECONDED: Director McLeman*

*THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 504 in the amount of \$80,065.16 dated October 31, 2017.*

**CARRIED**

**8. REPORTS**

**a. Bamfield Health Centre – K. Wyton**

- **Report on a meeting with Minister Fraser to discuss a request to meet with Minister of Health regarding the restoration of the Helipad at Bamfield Health Centre.**

*MOVED: Director Wyton*  
*SECONDED: Director Jack*

*THAT the Regional Hospital District Board of Directors approve travel for the following Directors to Victoria for a meeting with the Minister of Health regarding the restoration of the Helipad at the Bamfield Health Centre: Osborne, Wyton, Jack and the Chief Administrative Officer.*

**CARRIED**

*MOVED: Director Wyton*  
*SECONDED: Director Kokura*

*THAT the Regional Hospital District Board of Directors the write letter to the Huu-ay-aht First Nation requesting a definitive letter of support for the proposed location of the helipad at the Bamfield Health Centre.*

**CARRIED**

- b. Alberni-Clayoquot Continuing Care Society – J. McNabb – No report**
- c. IH Capital Planning Committee – J. Osborne – No report**
- 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/J. Osborne**

Director Cote reported the Health Network has completed a strategic plan review and their website is up and running. The Group is working on poverty reduction protocols and next steps.

**g. Other Reports**

*MOVED: Director Kokura*  
*SECONDED: Director Wyton*

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

**CARRIED**

**9. UNFINISHED BUSINESS**

**10. LATE BUSINESS**

**11. QUESTION PERIOD**

**12. ADJOURN**

*MOVED: Director Kokura*  
*SECONDED: Director McLeman*

*THAT this meeting be adjourned at 3:53 pm.*

**CARRIED**

Certified Correct:

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Josie Osborne,  
Chairperson

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Wendy Thomson,  
Manager of Administrative Services



## REQUEST FOR DECISION

**To:** Hospital District Board of Directors  
**From:** Teri Fong, CPA, CGA, Manager of Finance  
**Meeting Date:** December 13, 2017  
**Subject:** Finance Warrant No. 505

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**Recommendation:**

*That the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 505 in the amount of \$39,129.99 dated November 30, 2017.*

**Desired Outcome:**

To provide transparency of the Regional Hospital District's financial affairs.

**Summary:**

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.

**Time Requirements – Staff & Elected Officials:**

Minimal.

Submitted by: \_\_\_\_\_

Teri Fong, CPA, CGA, Manager of Finance

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



AP5100

Page : 1

Date : Dec 04, 2017

Time : 9:22 am

Supplier : 0050 To 912  
 Trans. Date : 01-Nov-2017 To 30-Nov-2017  
 Cheque Date : 01-Nov-2017 To 30-Nov-2017  
 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						
Chq/Ref #	Cheque Date		Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description			Debit	Credit	
<b>1850</b>	<b>VANCOUVER ISLAND HEALTH AUTHORITY</b>						
1056	30-Nov-2017		Issued	32	C	39129.99	
NOV30/17	01-4-6030-000	ACCOUNTS PAYABLE			39129.99		
Invoice Description --> E2-458, P-371, P-406, P-407, P-409, P-410							
<b>Total :</b>					39129.99	0.00	39129.99
<b>Supplier Total :</b>					39129.99	0.00	39129.99

<b>Total Computer Paid :</b>	<u>39,129.99</u>	<b>Total EFT PAP :</b>	<u>0.00</u>	<b>Total Paid :</b>	<u>39,129.99</u>
<b>Total Manually Paid :</b>	<u>0.00</u>	<b>Total EFT File Transfer :</b>	<u>0.00</u>		





## REQUEST FOR DECISION

**To:** Regional Hospital District Board of Directors

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

**Meeting Date:** December 13, 2017

**Subject:** 2018 Provisional Budget

**Recommendation:**

***THAT the Alberni Clayoquot Regional Hospital District Board of Directors give first reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2018 Provisional Budget No. 123".***

***THAT the Alberni Clayoquot Regional Hospital District Board of Directors give second reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2018 Provisional Budget No. 123".***

***THAT the Alberni Clayoquot Regional Hospital District Board of Directors give third reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2018 Provisional Budget No. 123".***

***THAT the Alberni Clayoquot Regional Hospital District Board of Directors adopt the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2018 Provisional Budget No. 123".***

**Summary:**

The Regional Hospital District paid for 40% of the West Coast General Hospital (WCGH) construction using long term debt secured through the Municipal Finance Authority of BC (MFA). The balance of the debt outstanding is estimated to be approximately \$3.9 million at the end of 2017. The majority of the debt will be paid in full by the end of year 2022.

There are two major projects identified for the Alberni-Clayoquot Regional Hospital District (ACRHD) region in 2018 including the Tofino General Hospital Helipad Redevelopment and the West Coast General Hospital Emergency Department Redevelopment. The details of the projects have been provided in the attached letter received from Island Health. The ACRHD's 40% share of these projects is as follows:

Project	ACRHD Share
TGH Helipad Redevelopment	\$302,000
WCGH Emergency Department	\$1,888,000
<b>Total</b>	<b>\$2,190,000</b>

In 2014 the ACRHD requisitioned \$1 million dollars in anticipation of the major renovation to the Emergency Room at the WCGH. As a result, \$1.19 million is still required to be requisitioned for these two

projects. Staff recommend that \$600,000 be requisitioned in 2018 with the remaining \$590,000 to be requisitioned in 2019. The timing of the funding has been discussed with Island Health representatives and it meets the current estimated timelines of the projects. Island Health staff will be working on firming up their project timelines in advance of the ACRHD annual budget adoption in March of 2018 and will advise staff if this approach will no longer meet their projections.

This request for funding is in addition to the \$550,000 the ACRHD provides annually to Island Health for equipment and minor capital upgrades. VIHA will provide a letter in February 2018 explaining their plan with this funding in the Region.

**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 residential tax rate is estimated to be \$0.307 per \$1,000 of assessed value. This is a 3.87% increase from the prior year.

**Policy or Legislation:**

The Alberni-Clayoquot Regional Hospital District is required by Section 23 of the Hospital District Act to adopt a provisional budget by December 31<sup>st</sup> for the following year.

**Options Considered:**

The other option that staff considered in developing this budget was to plan for either short term or long-term borrowing through MFA to fund the major projects planned by Island Health. Staff decided not to develop the budget in this manner as it did not seem necessary, as the other portion of the funding will not be required until 2019.



Submitted by: \_\_\_\_\_

Teri Fong, CPA, CGA, Manager of Finance



Approved by: \_\_\_\_\_

Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer

November 6, 2017

Ms. Teri Fong  
Manager of Finance  
Alberni-Clayoquot Regional Hospital District (ACRHD)  
3008 5th Avenue  
Port Alberni BC V9Y 2E3

Dear Ms. Fong:

**Re: Major Capital Projects Update**

I am writing to provide you with updates on the Tofino General Hospital (TGH) helipad redevelopment and the West Coast General Hospital (WCGH) emergency department redevelopment.

**TGH Helipad Redevelopment**

Engineering drawings for redevelopment of the helipad at the TGH site have been completed. As the helipad will be partly located on TGH Foundation property, an agreement with the Foundation is being developed.

Based on the engineering drawings and a quantity surveyor estimate of the construction costs, the total project cost is estimated at \$755,000. Subject to Island Health approval of the revised project budget in late November, a formal request for 40 percent funding from the ACRHD will be requested.

**WCGH Emergency Department Redevelopment**

Island Health has completed a schematic design redevelopment of the Emergency Department. The project provides:

- a 220 m2 building addition to address a critical shortage of space due to high patient demand;
- expedited patient treatment through “streaming”;
- separate access and flow for different categories of patients and public that currently enter and congregate in a common area creating functional problems;
- easy access to, and visual control of the existing North Exam Rooms from the existing Control Desk; and
- various minor renovations of the existing department, to support the main scope of work.

The total project cost is estimated at \$4.72 million. Subject to Island Health approval of the revised project budget in late November, a formal request for 40 percent funding from the ACRHD will be requested.

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**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: 250-370-8689  
[viha.ca](http://viha.ca)

Re: Major Capital Projects Update

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

Yours truly,

A handwritten signature in cursive script that reads "Chris Sullivan".

Chris Sullivan  
Director, Capital Planning

cc: Marie Duperreault, Director, Port Alberni/West Coast



**Alberni-Clayoquot Regional Hospital District**

**Bylaw No. 123**

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***A bylaw to adopt the Provisional Budget for the Year 2018***

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 2018 Provisional Budget Bylaw No. 123”***.
2. Schedule “A” attached hereto and forming part of this Bylaw is the Provisional Budget for the Alberni-Clayoquot Regional Hospital District for the year ending December 31, 2018.

Read a first time this                      day of                      , 2017.

Read a second time this                      day of                      , 2017.

Read a third time this                      day of                      , 2017.

Adopted this                      day of                      , 2017.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT  
2018 PROVISIONAL BUDGET  
SCHEDULE A - BYLAW NO. 123**

Line	History			Budget	Line
	2017 ACTUAL	2017 PLAN		2018	
<b>REVENUE</b>					
1	\$ 56,744	\$ 56,744	Surplus (deficit) from prior years	17,338	1
2	1,847,831	1,848,206	Tax requisition	1,919,662	2
3	7,331	8,000	Grants in lieu of taxes	8,000	3
4	37,733	20,000	Investment income & refunds	20,000	4
5	<b>\$ 1,949,639</b>	<b>\$ 1,932,950</b>	<b>TOTAL REVENUE</b>	<b>\$ 1,965,000</b>	5
<b>EXPENDITURES</b>					
6	\$ 18,000	\$ 18,000	Administration costs	\$ 18,000	6
7	302,688	303,000	Debenture - interest	304,000	7
8	492,663	493,000	Debenture - principal	493,000	8
9	618,914	618,914	Annual equipment grant	550,000	9
10	500,036	500,036	WCGH major equipment/project contributions	600,000	10
11	<b>\$ 1,932,301</b>	<b>\$ 1,932,950</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,965,000</b>	11