



Hospital District Board of Directors Meeting

Wednesday, Date, March 12, 2025

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC
Immediately following the Board of Directors Meeting

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/12-3-2025/>

Register to participate via Zoom Webinar at: https://acrd-bc-ca.zoom.us/webinar/register/WN_9TqPobhvTNSmUKfjFOQQ8g#/registration

PAGE

1. **CALL TO ORDER**

(immediately following the ACRD Board Meeting)

Recognition of Territories.

Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.

2. **APPROVAL OF AGENDA**

(motion to approve, including late items requires 2/3 majority vote)

3. **DECLARATIONS**

(conflict of interest)

4. **ADOPTION OF MINUTES**

a. **Board of Directors Meeting – February 12, 2025**

4-7

THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on February 12, 2025 be adopted.

5. **PETITIONS, DELEGATIONS & PRESENTATIONS (10-minute maximum)**

6. **CORRESPONDENCE FOR ACTION**

7. **CORRESPONDENCE FOR INFORMATION**

- a. **Island Health**
- Sitework to get underway for new BC Cancer Centre at Nanaimo Regional General Hospital **8-9**
 - Public Service Announcement – Winter wellness tips **10-11**

THAT this correspondence be received for information.

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision** **12-16**
Annual Budget for Years 2025-2029

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give second reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2025 to 2029 Annual Budget No. 139”.

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give third reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2025 to 2029 Annual Budget No. 139”.

THAT the Alberni Clayoquot Regional Hospital District Board of Directors adopt the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2025 to 2029 Annual Budget No. 139”.

9. REPORTS

- a. Bamfield Health Centre – B. Beckett
- b. Alberni-Clayoquot Continuing Care Society – V. Siga
- c. West Coast Native Health Care Society – P. Cote
- d. Tofino General Hospital – West Coast Directors
- e. Alberni-Clayoquot Health Network – P. Cote/V Siga
- f. West Coast General Hospital – Alberni Valley Directors
- g. Other Reports

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

10. UNFINISHED BUSINESS

11. LATE BUSINESS

12. QUESTION PERIOD

Questions/Comments from the public:

- **Participating in Person in the Board Room**
- **Participating in the Zoom meeting**
- **Emailed to the ACRD at responses@acrd.bc.ca**

13. ADJOURN



Alberni-Clayoquot Regional Hospital District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, FEBRUARY 12, 2025

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS

Debbie Haggard, Chair, Councillor, City of Port Alberni

PRESENT:

John Jack, Vice-Chairperson, Chief Councillor, Huu-ay-aht First Nations

Bob Beckett, Director, Electoral Area "A" (Bamfield)

Fred Boyko, Director, Electoral Area "B" (Beaufort)

Vaida Siga, Director, Electoral Area "C" (Long Beach)

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

Susan Roth, Director, Electoral Area "E" (Beaver Creek)

Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)

Sharie Minions, Mayor, City of Port Alberni

Marilyn McEwen, Mayor, District of Ucluelet

Tom Stere, Councillor, District of Tofino

Moriah Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Councillor, Toquaht Nation

Levana Mastrangelo, Executive Legislator, Yuuʷuʷiʷiʷath Government

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer

Teri Fong, Chief Financial Officer

Cynthia Dick, General Manager of Administrative Services

Heather Zenner, Manager of Administrative Services

Alex Dyer, Planning Manager

Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/12-2-2025/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 3:24 pm.

The Chairperson recognized this meeting is being held throughout the Nuuchahnulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

2. APPROVAL OF AGENDA

MOVED: Director Jack

SECONDED: Director Cootes

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – January 15, 2025

MOVED: Director Sparrow

SECONDED: Director Cote

THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on January 15, 2025 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

a. Island Health

- **Code Hack 2025: Celebrate five years of health-care innovation with Island Health**
- **Nurses go back to school to help beat HPV-related cancers**

MOVED: Director Sparrow

SECONDED: Director Cootes

THAT this correspondence be received for information.

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Hospital District Board Meetings.

MOVED: Director Jack

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors direct staff to reformat meetings and to draft a revised 2025 meeting schedule to

better facilitate in-depth discussions of shared regional health priorities and to help with the coordination of regional advocacy.

CARRIED

b. Request for Decision regarding Annual Budget for Years 2025 to 2029.

MOVED: Director Jack

SECONDED: Director Cootes

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give first reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2025 to 2029 Annual Budget No. 139”.

CARRIED

9. REPORTS

a. Bamfield Health Centre – B. Beckett. No report.

b. Alberni-Clayoquot Continuing Care Society – V. Siga. Currently onboarding a stronger diverse management team for Echo and Fir Park.

c. West Coast Native Health Care Society – P. Cote. Meeting held a week ago and all is good.

d. Tofino General Hospital – T. Stere. No report. **M. McEwen.** Trying to get an update on the Ucluelet Clinic but has not been successful. Clinic is at lock up stage and interior work appears to be occurring.

e. Alberni-Clayoquot Health Network – P. Cote/V. Siga. Contract with Marcie DeWitt has been signed for coordinator for next three years.

f. West Coast General Hospital – D. Haggard. Attended a meeting with Island Health last week, discussed attraction and retention of medical personnel. Two more family doctors retired at the end of 2024. Meeting with Ministry of Health and Island Health next week to discuss topics include remote health. Also discussed the Cariboo Regional District model with the Minister of Health, where they have a service for recruitment and retention of medical personnel. **T. Stere.** Acknowledged recruitment and retention efforts in the City of Colwood and City of Orillia (Ontario) where the municipality takes on the role of the administrator (hiring medical staff and providing administrative support).

g. Other Reports

MOVED: Director Cootes

SECONDED: Director Sparrow

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

CARRIED

10. UNFINISHED BUSINESS

11. LATE BUSINESS

12. QUESTION PERIOD

Questions/Comments from the public. The Manager of Administrative Services advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

13. ADJOURN

MOVED: Director Cootes

SECONDED: Director Sparrow

THAT this meeting be adjourned at 3:46 pm.

CARRIED

Certified Correct:

Debbie Haggard,
Chairperson

Heather Zenner,
Manager of Administrative Services

From: [Island Health Communication \[ISLH\]](#)
To: [Island Health Communication \[ISLH\]](#)
Subject: Island Health news release: Sitework to get underway for new BC Cancer Centre at Nanaimo Regional General Hospital
Date: February 13, 2025 11:01:02 AM
Attachments: [image003.png](#)
[image001.png](#)
[image002.png](#)

[CAUTION] This email originated from outside of the ACRD



NEWS RELEASE

FOR IMMEDIATE RELEASE
February 13, 2025

Sitework to get underway for new BC Cancer Centre at Nanaimo Regional General Hospital

NANAIMO - Preliminary sitework is set to get underway for the new BC Cancer centre at Nanaimo Regional General Hospital (NRGH). Once complete in 2028, cancer patients living in Central and North Vancouver Island will be able to receive the care they need closer to home.

“It’s very gratifying to see this critically important and life-saving facility begin to take shape,” said Josie Osborne, Minister of Health. “We are one step closer to the cancer care that people who live in the central, west coast, and northern regions of Vancouver Island need – from prevention and detection right through to treatment.”

In the spring of this year, work will begin to expand parking availability at the hospital, including a new surface level parking lot at Boundary Avenue and Nelson Street, followed by construction of a new three-storey parkade at the northeast corner of Dufferin Crescent and Boundary Avenue. The parking lot is slated to be complete in 2025 and the parkade in 2026. Combined, these projects will bring 190 new parking spaces to the NRGH campus.

“The beginning of preliminary sitework marks an important milestone in the advancement of cancer care for people in the region,” said Leah Hollins, Island Health board chair. “When it opens, the new BC Cancer centre will become a beacon of hope, recovery, and support in the fight against cancer.”

Tree removal on the site will begin in late February and be complete prior to the start of the spring bird nesting season. Island Health worked with an accredited arborist on a tree management plan to determine which trees can be safely retained and identify those that need to be removed.

Minimal disruptions to parking and traffic patterns are anticipated during the tree removal period; however, patients, visitors and staff/medical staff should plan for additional time when travelling to NRGH.

A partnership between BC Cancer (Provincial Health Services Authority) and Island Health, the new BC Cancer centre at NRGH will address the critical need for radiation treatment services for residents of Nanaimo and surrounding communities. The new cancer centre will provide radiation therapy, including a CT simulator and linear accelerator vaults to provide radiation treatment. The centre will also offer an outpatient oncology ambulatory care unit with exam rooms and consult rooms, a PET/CT diagnostic scanner, systemic therapy, an oncology pharmacy and outpatient dispensary, and a sacred space.

“This project will greatly enhance access to cancer care, benefiting not only Nanaimo residents but also those in central and northern Vancouver Island communities,” said Tracy Irwin, chief operating officer, BC Cancer. “Since the project was announced last April, many hours have been spent refining the design, engaging partners, and ensuring that the new centre provides patient-centred care for years to come.”

Construction of the cancer centre building is currently scheduled to start this fall and be complete by 2028. More information is available on the [BC Cancer website](#).

The new cancer centre is a part of B.C.’s 10-year Cancer Action Plan, which outlines immediate steps to better prevent, detect and treat cancers, delivering improved care for people facing cancer now, while preparing for the growing needs of the future.



This is a rendering and may not represent the final design of the new BC Cancer Centre at Nanaimo Regional General Hospital.

About Island Health:

Island Health provides health and care services to more than 930,000 people on Vancouver Island, the islands in the Salish Sea and the Johnstone Strait, and mainland communities north of Powell River. With more than 31,000 health care professionals – including more than 3,000 doctors, nurse practitioners midwives and dentists that make up our Medical Staff – as well as 1,500 volunteers, and the dedicated support of 12 foundations and 19 active auxiliaries, Island Health delivers a broad range of health services, including: public health services, primary health care, home and community care, mental health and substance use services, acute care in hospitals, and much more across a huge and geographically diverse region.

-30-

Central/North Island media inquiries

Dominic Abassi

250-755-7966

Dominic.Abassi@islandhealth.ca

Cowichan/South Island media inquiries:

Andrew Leyne

250-370-8908

Andrew.Leyne@islandhealth.ca

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From: [Island Health Communication \[ISLH\]](#)
To: [Island Health Communication \[ISLH\]](#)
Subject: Island Health public service announcement: Winter wellness tips
Date: February 13, 2025 1:48:44 PM
Attachments: [image003.png](#)
[image001.png](#)

[CAUTION] This email originated from outside of the ACRD



PUBLIC SERVICE ANNOUNCEMENT

FOR IMMEDIATE RELEASE
February 13, 2025

Winter wellness tips

ISLAND-WIDE - As the mercury dips, the winter season can bring increased health risks due to cold temperatures, snowfall, flooding, and power outages. To help everyone stay healthy and safe over the season, Island Health is providing some wellness reminders.

- Get your flu and COVID immunizations: Getting immunized is an essential tool in protecting yourself and others especially during the winter season because it can help reduce the severity of illness and prevent the spread of these viruses. Visit healthyhabitsbc.ca to learn more or call 1-833-838-2323.
- Be prepared for storms and emergencies: Have an emergency kit ready with essentials like food, water, up-to-date medications, and first aid supplies. Know where your emergency shut-off valves are for gas and water, and have a plan in place for power outages. If you rely on electricity for medical equipment, have a backup power source available and test all rechargeable batteries. Visit [PreparedBC](#) to find emergency guides and resources, including their guide on Winter Weather and Storm Preparedness in multiple languages.
- Supporting older adults and at-risk populations: Check on neighbours who may need support, and those who may have limited mobility and live alone. They may need extra help staying safe during the winter months. If you can, help with snow removal, salting sidewalks and driveways, grocery shopping, or transportation to medical appointments. Visit here for tips on [Winter Readiness for Older Adults](#).
- Take Vitamin D3: When the skin is exposed to sunlight, the body makes Vitamin D3 which is important for immunity. While some foods do contain Vitamin D3, with the lack of sunlight during the winter months, supplementing this vitamin is important to maintain your immune system. The recommended daily dose ranges from 400 IU per day for kids up to 600 IU per day for adults. Learn more here: [Vitamin D and Your Health | HealthLink BC](#)
- Stay hydrated and eat a balanced diet: When you eat a balanced diet, all the foods you eat and drink work together to help you feel good, maintain your health, and meet your nutritional needs. Choose plenty of fruits and vegetables; try more budget friendly frozen fruit and vegetables which are easy to prepare. Eat protein foods, and choose protein foods that come from plants everyday. Eat whole grain foods and make water your drink of choice. Explore more at [Canada's Food Guide](#).
- Practice self-care: Over the winter months, the darker days can lower your mood so take time for yourself. Whether it's listening to some favourite music, starting a new exercise routine, doing some breath work, going for a walk if the weather permits, or practicing good sleep habits, taking the time to recharge your mind and body will make it easier to get through the winter months. Learn more here: [Stress Relief and Relaxation | HealthLink BC](#)
- Learn how to prevent hypothermia and know the signs of it as well as frostbite: Plan before you venture into the outdoors so you don't end up in trouble in the first place. A great resource for that is [AdventureSmart](#). When you do venture outside, layer clothing to

keep your body heat in and the cold out. Be aware of the symptoms of hypothermia and frostbite and seek medical attention if you or someone else experiences these symptoms. Hypothermia can cause shivering, confusion, and unconsciousness, while frostbite can result in numbness, tingling, and changes in skin colour. Additional guidance on how to recognize hypothermia and frostbite, including what to do, can be found [here](#).

- Stay active indoors: When the weather is too harsh to be outside, find ways to stay active indoors. Exercise can help keep your body warm and boost your immune system. Consider activities like yoga, dancing, or using home exercise equipment.
- Watch out for slippery conditions: When venturing outdoors, be cautious of icy and snowy conditions. Wear proper footwear with good traction, and take small, careful steps to avoid slipping and falling. Use handrails when available, or have them added to your residence, and sprinkle sand or salt on walkways to improve traction.
- Prepare for road conditions: Heading out on a road trip? Make sure you prepare in advance by checking weather and road conditions, packing an emergency kit, and ensuring your car is winter-ready and tires are properly inflated with enough tread. Always clear your windshield and all windows of ice, frost and snow before driving off. Drive for conditions; slowing down provides a natural safety buffer for anything that goes wrong including an icy road. Check out [DriveBC Road Conditions and Events](#) in advance to plan your route; stay on top of weather conditions by visiting the Environment Canada website: [Public Text Bulletins - Environment Canada](#).
- Embrace the magic of social connections: Winter can sometimes feel isolating, especially during the colder, darker months. Combat winter isolation by staying connected with friends, family, and community. Whether through in-person or virtual interactions, engaging in social activities promotes mental, emotional, and physical well-being. Remember: socializing is essential for your health—don't hibernate this winter!

By taking these steps, and many more, you can enjoy the winter season while staying healthy and safe!

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About Island Health:

Island Health provides health and care services to more than 930,000 people on Vancouver Island, the islands in the Salish Sea and the Johnstone Strait, and mainland communities north of Powell River. With more than 31,000 health care professionals – including more than 3,000 doctors, nurse practitioners midwives and dentists that make up our Medical Staff – as well as 1,500 volunteers, and the dedicated support of 12 foundations and 19 active auxiliaries, Island Health delivers a broad range of health services, including: public health services, primary health care, home and community care, mental health and substance use services, acute care in hospitals, and much more across a huge and geographically diverse region.

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To: Regional Hospital District Board of Directors
From: Teri Fong, CPA, CGA, Chief Financial Officer
Meeting Date: March 12, 2025
Subject: Annual Budget for Years 2025 to 2029

Recommendation:

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give second reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2025 to 2029 Annual Budget No. 139".

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give third reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2025 to 2029 Annual Budget No. 139".

THAT the Alberni Clayoquot Regional Hospital District Board of Directors adopt the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2025 to 2029 Annual Budget No. 139".

Desired Outcome:

To adopt the Alberni-Clayoquot Regional Hospital District's (ACRHD) 2025 to 2029 Annual Budget.

Summary:

The ACRHD's 2025 to 2029 Annual Budget was originally presented to the ACRHD Board of Directors for first reading on February 12, 2025. There are no changes proposed to the bylaw and staff recommend adoption of Bylaw No. 139.

Background:

The 2025 section of the Annual Budget includes the following:

- Retirement of the outstanding debt related to the West Coast General Hospital.
- Contribution of \$550,000 to Island Health to cost share in their minor capital projects and equipment. There are no requests for funding major capital projects this year.
- Contribution of approximately \$1.48 million to the Tofino General Hospital replacement reserve fund. This fund is anticipated to grow to over \$11 million by 2029 if current tax requisition and contribution amounts continue.

A more detailed report of the 2025 to 2029 Annual Budget can be found as part of the February 12, 2025, Regional Hospital District agenda.

Time Requirements – Staff & Elected Officials:

Finance staff estimate approximately 20 hours of staff time to draft the annual budget and discuss current as well as upcoming projects with Island Health.

Financial:

The 2025 tax requisition is \$1,836,000 same as in the prior year. The residential tax rate for 2025 is \$0.128 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 31st of each year. Hospital District Act Section 20(4) provides the ACRHD the ability to maintain a reserve account for specified purposes.

Order in Council 811/15 excludes the Maa-nulth First Nation members from the responsibility to pay for debt incurred by the Hospital District prior to their membership.

Submitted by: Teri Fong
Teri Fong, CPA, CGA, Chief Financial Officer

Reviewed by: Cynthia Dick
Cynthia Dick, General Manager of Administrative Services

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer



Alberni-Clayoquot Regional Hospital District

Bylaw No. 139

***A bylaw to adopt the Annual Budget for the
Years 2025 to 2029***

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 2025 to 2029 Annual Budget Bylaw No. 139”***.
2. Schedule “A” attached hereto and forming part of this Bylaw is the Annual Budget for the Alberni-Clayoquot Regional Hospital District for the years ending December 31, 2025 to 2029.

Read a first time this 12th day of February, 2025.

Read a second time this day of , 2025.

Read a third time this day of , 2025.

Adopted this day of , 2025.

Chairperson

Corporate Officer



**ALBERNI-CLAYOQUOT REGIONAL
HOSPITAL DISTRICT**



2025 to 2029 Annual Budget

Schedule 'A' of Bylaw No. 139
As presented for second reading
on March 12, 2025



**ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT
2025 TO 2029 ANNUAL BUDGET
SCHEDULE A - BYLAW NO. 139**

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
REVENUE							
Surplus (deficit) from prior years	291,035	291,532	141,493	-	-	-	-
Tax requisition	1,836,001	1,836,000	1,836,000	1,836,000	1,836,000	1,836,000	1,836,000
Grants in lieu of taxes	12,201	7,000	7,000	7,000	7,000	7,000	7,000
Investment income & refunds	318,955	100,000	100,000	100,000	100,000	100,000	100,000
TOTAL REVENUE	\$ 2,458,192	\$ 2,234,532	\$ 2,084,493	\$ 1,943,000	\$ 1,943,000	\$ 1,943,000	1,943,000
EXPENDITURES							
Administration costs	\$ 46,225	\$ 46,200	\$ 45,000	\$ 45,900	\$ 46,900	\$ 47,900	\$ 48,900
Debenture - interest	353	1,000	1,000	-	-	-	-
Debenture - principal	5,370	6,000	6,000	-	-	-	-
Annual equipment grant	550,000	550,000	550,000	550,000	550,000	550,000	550,000
Major capital project contributions	-	-	-	-	-	-	-
Reserve fund contribution	1,714,751	1,631,332	1,482,493	1,347,100	1,346,100	1,345,100	1,344,100
TOTAL EXPENDITURES	\$ 2,316,699	\$ 2,234,532	\$ 2,084,493	\$ 1,943,000	\$ 1,943,000	\$ 1,943,000	1,943,000
TOFINO GENERAL HOSPITAL RESERVE							
Balance, beginning of year	\$ 1,697,115	\$ 1,697,115	\$ 3,403,847	\$ 5,010,740	\$ 6,528,340	\$ 8,090,440	9,698,440
Contribution from operating fund	1,631,332	1,631,332	1,482,493	1,347,100	1,346,100	1,345,100	1,344,100
Grants and other contributions	-	-	-	-	-	-	-
Interest earnings	83,419	75,400	124,400	170,500	216,000	262,900	311,100
<i>Less - capital expenditures</i>							
Tofino General Hospital	-	-	-	-	-	-	-
Total capital expenditures	-	-	-	-	-	-	-
BALANCE, END OF YEAR	\$ 3,411,866	\$ 3,403,847	\$ 5,010,740	\$ 6,528,340	\$ 8,090,440	\$ 9,698,440	11,353,640