



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING

FRIDAY, DECEMBER 9, 2016

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

AGENDA

- | | PAGE # |
|---|-------------|
| <p>1. <u>CALL TO ORDER</u>
<i>(immediately following the ACRD Board Meeting)</i></p> <p>Recognition of Traditional Territories.</p> | |
| <p>2. <u>APPROVAL OF AGENDA</u>
<i>(motion to approve, including late items requires 2/3 majority vote)</i></p> | |
| <p>3. <u>ADOPTION OF MINUTES</u></p> <p>a. Board of Directors Meeting – November 9, 2016</p> <p><i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on November 9, 2016 be adopted.</i></p> | <p>3-6</p> |
| <p>4. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u></p> | |
| <p>5. <u>CORRESPONDENCE FOR ACTION</u></p> | |
| <p>6. <u>CORRESPONDENCE FOR INFORMATION</u></p> | |
| <p>7. <u>REQUEST FOR DECISIONS & BYLAWS</u></p> <p>a. Request for Decision
2017 Provisional Budget</p> <p><i>THAT the Alberni Clayoquot Regional Hospital District Board of Directors give first reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2017 Provisional Budget No. 121”.</i></p> <p><i>THAT the Alberni Clayoquot Regional Hospital District Board of Directors give second reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2017 Provisional Budget No. 121”.</i></p> <p><i>THAT the Alberni Clayoquot Regional Hospital District Board of Directors give third reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2017 Provisional Budget No. 121”.</i></p> | <p>7-10</p> |

THAT the Alberni Clayoquot Regional Hospital District Board of Directors adopt the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2017 Provisional Budget No. 121".

- b. **Request for Decision**
Finance Warrant No. 494

11-12

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 494 in the amount of \$59,218.81 dated November 30, 2016.

8. REPORTS

- a. Bamfield Health Centre – K. Wyton
- b. Alberni-Clayoquot Continuing Care Society – J. McNabb
- c. Island Health Capital Planning Committee – P. Cote
- 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/M. Ruttan
- 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, NOVEMBER 9, 2016

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

DIRECTORS

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

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) (Teleconference)

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

Lucas Banton, Director, 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

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

REGRETS:

Kirsten Johnsen, Councillor, Toquaht Nation

Alan McCarthy, Member of Legislature, Yuułu?if?ath Government

STAFF PRESENT:

Wendy Thomson, Manager of Administrative Services

Andrew McGifford, Manager of Environmental Services

Mike Irg, Manager of Planning and Development

1. CALL TO ORDER

The Chairperson called the meeting to order at 3:07 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 Kokura

SECONDED: Director McNabb

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Board of Directors Meeting – October 12, 2016

MOVED: Director McLeman
SECONDED: Director Kokura

THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on October 12, 2016 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION

- a. **Correspondence dated November 4, 2016 from Alberni-Clayoquot Continuing Care Society (ACCCS) requesting a letter of support for ACCC's proposal to provide 12 additional residential care beds at Fir Park Village and a secured dementia unit at Echo Village.**

MOVED: Director McNabb
SECONDED: Director McLeman

THAT the Alberni-Clayoquot Regional Hospital Board of Directors forward a letter of support to the Alberni-Clayoquot Continuing Care Society for their proposal to provide 12 additional residential care beds at Fir Park Village and a secured dementia unit at Echo Village AND FURTHER the Hospital District Board will consider supporting other qualified applicants in the region upon written request.

CARRIED

Director Cootes left the meeting at 3:09 pm.

6. CORRESPONDENCE FOR INFORMATION

7. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding letter to Island Health – Hospice Beds.**

MOVED: Director McNabb
SECONDED: Director Banton

THAT the Regional Hospital District Board of Directors request a meeting between the Regional Hospital District Chair, Penny Cote, and Island Health representative, Dr. Wendy Johnsen, Medical Director, regarding the End of Life Program in our region.

CARRIED

b. Request for Decision regarding Hospital District Warrant No. 493.

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 493 in the amount of \$82,748.26 dated October 31, 2016.

CARRIED

8. REPORTS

a. Bamfield Health Centre – K. Wyton

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

Director McNabb reported that Suzie Vanherderwarden is the new President of the Society.

c. IH Capital Planning Committee – P. Cote – No Report

d. West Coast Native Health Care Society – P. Cote

Director Cootes re-entered the meeting at 3:30 pm.

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

Director Osborne reported on the Public meeting in Tofino on heli-pad reinstatement – One of best Island Health meetings. Very successful meeting. Representation for all corners. Things are moving in the right direction.

f. Alberni-Clayoquot Health Network – P. Cote/M. Ruttan

Meeting next week. Looking for members for the table of partners. Website is active. Looking for someone to manage our new website.

g. Other Reports

MOVED: Director McNabb
SECONDED: Director Banton

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 Osborne

SECONDED: Director Banton

THAT this meeting be adjourned at 3:32 pm.

CARRIED

Certified Correct:

Penny Cote,
Chairperson

Wendy Thomson,
Manager of Administrative Services



REQUEST FOR DECISION

To: Regional Hospital District Board of Directors

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

Meeting Date: December 9, 2016

Subject: 2017 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 2017 Provisional Budget No. 121".

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give second reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2017 Provisional Budget No. 121".

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give third reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2017 Provisional Budget No. 121".

THAT the Alberni Clayoquot Regional Hospital District Board of Directors adopt the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2017 Provisional Budget No. 121".

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 Association (MFA). The balance of the debt outstanding is estimated to be approximately \$4.9 million at the end of 2016.

The tax requisition has been falling as debt continues to expire for the WCGH and the existing debt is reissued at lower interest rates. In fact, the tax rate could drop as much as 28.6% in 2017 from the previous year based on decreased debt costs and no additional projects being requested by Island Health (VIHA). Although a tax rate decrease is always appealing, the tax rate would see a similar increase in later years when a new project is presented such as a new facility in Tofino. In an effort to avoid a negative spike in the requisition staff has investigated options for leveling out the requisition.

One of the recommendations of staff is to take advantage of the opportunity to pay out MFA Issue #78 when it is refinanced in the fall of 2017. The current balance is \$178,784.93. The other recommendation is to create a reserve fund for future projects. Based on the estimated actuals for 2016, a contribution of \$200,000 could be budgeted without an increase to the requisition amount from the prior year. The creation of a reserve fund is permitted under the Hospital District Act and is a practice of several Regional Hospital Districts in the Province.

In 2014 the ACRHD requisitioned \$1 million dollars in anticipation of a major renovation to the

Emergency Room at the WCGH. VIHA originally estimated the project to cost \$4 million but the project has been delayed due to other more urgent priorities within VIHA. In advance of starting the project in either 2017 or 2018, VIHA is reviewing the scope. Based on discussions with Chris Sullivan, Island Health Capital Planning Director, a revised cost estimate is underway and will hopefully be provided in advance of the 2017 Annual Budget being adopted. It is not anticipated that further funds will be requested from the ACRHD but instead the project may actually decrease by as much as 20%.

As in prior years, the provisional budget includes an equipment and minor capital grant of \$550,000 for VIHA to purchase equipment and complete projects for the hospitals in the Region. VIHA will provide a letter in February 2017 explaining their plan 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 requisition will be the same as the prior year. The residential tax rate will remain at \$0.289 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 a provisional budget by December 31st for the following year. Section 20(4) permits the Hospital District to carry forward funds from one year to the next as recommended by staff in the creation of the reserve fund.



Submitted by: _____
Teri Fong, CPA, CGA, Manager of Finance



Approved by: _____
Russell Dyson, Chief Administrative Officer



Alberni-Clayoquot Regional Hospital District

Bylaw No. 121

A bylaw to adopt the Provisional Budget for the Year 2017

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 2017 Provisional Budget Bylaw No. 121”***.
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, 2017.

Read a first time this day of , 2016.

Read a second time this day of , 2016.

Read a third time this day of , 2016.

Adopted this day of , 2016.

Chairperson

Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT
2017 PROVISIONAL BUDGET
SCHEDULE A - BYLAW NO. 121**

Line	History			Budget	Line
	2016 ACTUAL	2016 PLAN		2017	
REVENUE					
1	\$ 326,442	\$ 326,441	Surplus (deficit) from prior years	14,538	1
2	1,699,559	1,699,559	Tax requisition	1,700,462	2
3	16,037	8,000	Grants in lieu of taxes	8,000	3
4	26,500	20,000	Investment income & refunds	20,000	4
5	\$ 2,068,538	\$ 2,054,000	TOTAL REVENUE	\$ 1,743,000	5
EXPENDITURES					
6	\$ 18,000	\$ 18,000	Administration costs	\$ 18,000	6
7	412,000	412,000	Debenture - interest	303,000	7
8	507,000	507,000	Debenture - principal	493,000	8
9	-	-	Debenture - early pay down of Issue #78	179,000	9
10	-	-	Capital fund contribution	200,000	10
11	550,000	550,000	Annual equipment grant	550,000	11
12	567,000	567,000	WCGH Equipment 2016/17	-	12
13	\$ 2,054,000	\$ 2,054,000	TOTAL EXPENDITURES	\$ 1,743,000	13
CAPITAL RESERVE FUND - per Section 20(4)					
14	-	-	Balance, beginning of year	-	14
15	-	-	Contribution from operating fund	200,000	15
16	-	-	Interest earnings	-	16
17	-	-	Less - transfer to operating fund	-	17
18	\$ -	\$ -	BALANCE, END OF YEAR	\$ 200,000	18

3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3

Telephone (250) 720-2700 FAX: (250) 723-1327

To: Regional Hospital District Board of Directors

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

Meeting Date: December 9, 2016

Subject: Finance Warrant No. 494

Recommendation:

That the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 494 in the amount of \$59,218.81 dated November 30, 2016

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



AP5100 **Page : 1**
Date : Dec 01, 2016 **Time :** 2:21 pm
Bank : 1 To 1
Status : All
Medium :
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0050 To 912
Trans. Date : 01-Nov-2016 To 30-Nov-2016
Cheque Date : 01-Nov-2016 To 30-Nov-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
1125	MUNICIPAL FINANCE AUTHORITY							
EFT-12	30-Nov-2016		Issued	33	E	11311.83	11311.83	
517-2/2016	01-4-6030-000	ACCOUNTS PAYABLE				11311.83		
Invoice Description --> DEBENTURE DEBT								
Total :						11311.83	0.00	11311.83
EFT-13	30-Nov-2016		Issued	33	E	16906.43	16906.43	
624-2/2016	01-4-6030-000	ACCOUNTS PAYABLE				16906.43		
Invoice Description --> DEBENTURE DEBT								
Total :						16906.43	0.00	16906.43
Supplier Total :						28218.26	0.00	28218.26

1850	VANCOUVER ISLAND HEALTH AUTHORITY							
1039	25-Nov-2016		Issued	31	C	31000.55	31000.55	
NOV25/16	01-4-6030-000	ACCOUNTS PAYABLE				31000.55		
Invoice Description --> E1-492, P-488, P-489, P-490, P-491								
Total :						31000.55	0.00	31000.55
Supplier Total :						31000.55	0.00	31000.55

Total Computer Paid :	<u>31,000.55</u>	Total EFT PAP :	<u>28,218.26</u>	Total Paid :	<u>59,218.81</u>			
Total Manually Paid :	<u>0.00</u>	Total EFT File Transfer :	<u>0.00</u>					