



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING WEDNESDAY, DECEMBER 12, 2018

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> (ALL VOTE)	
a. Board of Directors Meeting – November 14, 2018	3-5
<i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on November 14, 2018 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. 517 (ALL VOTE)	6-7
<i>THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 517 in the amount of \$31,956.84 dated November 30, 2018.</i>	
b. Request for Decision 2019 Provisional Budget (ALL VOTE/WEIGHTED)	8-12

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors give first reading to the bylaw cited as “Alberni-Clayoquot Hospital Regional District 2019 to 2023 Provisional Budget No. 125”.

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors give second reading to the bylaw cited as “Alberni-Clayoquot Hospital Regional District 2019 to 2023 Provisional Budget No. 125”.

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors give third reading to the bylaw cited as “Alberni-Clayoquot Hospital Regional District 2019 to 2023 Provisional Budget No. 125”.

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors adopt the bylaw cited as “Alberni-Clayoquot Hospital Regional District 2019 to 2023 Provisional Budget No. 125”.

8. REPORTS

- a. Bamfield Health Centre – B. Beckett
- b. Alberni-Clayoquot Continuing Care Society – J. McNabb
- c. Island Health Capital Planning Committee – P. Cote/J. Osborne
- d. West Coast Native Health Care Society – P. Cote
- e. Tofino General Hospital – J. Osborne/M. Noel
- f. Alberni-Clayoquot Health Network – P. Cote/J. Osborne
- 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 14, 2018

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

DIRECTORS

Josie Osborne, Chairperson, Mayor, District of Tofino

PRESENT:

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

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

Tanya Shannon, Director, Electoral Area "B" (Beaufort)

Kel Roberts, Director, Electoral Area "C" (Long Beach)

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

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

Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)

Deb Haggard, Councillor, City of Port Alberni (Alternate)

Cindy Solda, Councillor, City of Port Alberni

Mayco Noel, Mayor, District of Ucluelet

Alan McCarthy, Member of Legislature, Yuułuꞑiꞑath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Councillor, Toquaht Nation

REGRETS:

Sharie Minions, Mayor, City of Port Alberni

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer

Teri Fong, Manager of Finance

Mike Irg, Manager of Planning and Development

Rob Williams, General Manager of Environmental Services

Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 3:21 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 Cote

SECONDED: Director Jack

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Board of Directors Meeting – October 10, 2018

MOVED: Director Cootes
SECONDED: Director McCarthy

THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on October 18, 2018 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 516.

MOVED: Director Cote
SECONDED: Director Solda

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 516 in the amount of \$10,511.39 dated October 31, 2018.

CARRIED

8. REPORTS

a. Bamfield Health Centre – B. Beckett

Director Beckett reported on his recent meeting with Kelly Gilday, Protective Services Manager to get up to speed on the first responder program in Bamfield. He expressed concerns with limited cell phone serviced in Bamfield in the event of an emergency.

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

Director McNabb provided a brief overview of the Society and their role.

c. IH Capital Planning Committee – P. Cote/J. Osborne

The Chairperson provided an overview of the role of the Committee.

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

Director Cote provided an update on construction of the two new expansion projects at Rainbow Gardens. The expected completion date for the projects is September 29, 2019.

e. Tofino General Hospital – J. Osborne/M. Noel

Director Cote reported on the growing effort on the west coast to replace the hospital. Tofino General Hospital is 70 years old and is the oldest on Vancouver Island.

Director Noel reported that work is underway for the development of a Central Medical Centre in Ucluelet. They have the land and financing available in order to move forward with the project.

f. Alberni-Clayoquot Health Network – P. Cote/J. Osborne

Director Cote provided an overview of the AC Health Network.

g. Other Reports

MOVED: Director Cootes

SECONDED: Director Solda

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 Solda

SECONDED: Director McNabb

THAT this meeting be adjourned at 3:45 pm

CARRIED

Certified Correct:

Josie Osborne,
Chairperson

Wendy Thomson,
Manager of Administrative Services



REQUEST FOR DECISION

To: Alberni-Clayoquot Regional Hospital District Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: December 12, 2018
Subject: Finance Warrant No. 517

Recommendation:

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 517 in the amount of \$31,956.84 dated November 30, 2018.

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 03, 2018 **Time :** 1:48 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-2018 To 30-Nov-2018
Cheque Date : 01-Nov-2018 To 30-Nov-2018
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1600	ALBERNI-CLAYOQUOT REGIONAL DISTRICT					
1069	20-Nov-2018		Issued	30	C	18000.00
2018ADMIN	01-4-6030-000	ACCOUNTS PAYABLE		18000.00		
Invoice Description -->		2018 ADMINISTRATION CHARGE				
Total :				18000.00	0.00	18000.00
Supplier Total :				18000.00	0.00	18000.00

1850	VANCOUVER ISLAND HEALTH AUTHORITY					
1068	02-Nov-2018		Issued	26	C	13956.84
P-454	01-4-6030-000	ACCOUNTS PAYABLE		606.62		
Invoice Description -->		2018/19 - TGH PATIENT PORTAL				
P-452	01-4-6030-000	ACCOUNTS PAYABLE		644.10		
Invoice Description -->		2015/16 - WCGH HAZARDOUS MATERIALS REMEDIATION				
P-450	01-4-6030-000	ACCOUNTS PAYABLE		683.26		
Invoice Description -->		2012/13 - TGH HELIPORT UPGRADE				
P-449	01-4-6030-000	ACCOUNTS PAYABLE		713.70		
Invoice Description -->		2011/12 - WCGD CONTROLS OPTIMIZATION & ENERGY UPGRADE				
P-451	01-4-6030-000	ACCOUNTS PAYABLE		1975.00		
Invoice Description -->		2014/15 - TOFINO HOSPITAL BUILDING UPGRADE				
P-453	01-4-6030-000	ACCOUNTS PAYABLE		2322.47		
Invoice Description -->		2017/18 - TGH BUILDING & INVENTORY ROOM UPGRADE				
P-455	01-4-6030-000	ACCOUNTS PAYABLE		7011.69		
Invoice Description -->		2017/18 - WCGH PHARMACY UNIT DOSE MEDICATION PROJECT				
Total :				13956.84	0.00	13956.84
Supplier Total :				13956.84	0.00	13956.84

Total Computer Paid :	<u>31,956.84</u>	Total EFT PAP :	<u>0.00</u>	Total Paid :	<u>31,956.84</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: Teri Fong, CPA, CGA, Manager of Finance

Meeting Date: December 12, 2018

Subject: 2019 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 2019 to 2023 Provisional Budget No. 125".

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Background:

Regional Hospital District's provide the local share of 40% for funding of capital costs associated with the construction, acquisition and maintenance of hospital facilities and major equipment within the boundaries. The ACRHD does not operate any facilities, it only provides capital funding. Island Health, with funding from the Province, pays the other 60% of the capital funding requirements and operates the facilities within the ACRHD's boundaries.

The Hospital District Act requires that the ACRHD adopt a one year Provisional Budget for the following year by December 31st. The bylaw attached is actually a 5 year plan as staff feel it provides greater value to the Directors as to the projected costs moving forward. A separate Annual Budget, in the same 5 year format, will be presented to the Board in February 2019 and requires adoption prior to March 31st.

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 \$2.9 million at the end of 2018. The majority of the debt will be paid in full during the year 2022.

There are two major projects currently underway in the ACRHD region; the Tofino General Hospital (TGH) Helipad Redevelopment and the WCGH Emergency Department Redevelopment. The 2018 ACRHD budget fully funded the Helipad project with the ACRHD's share equal to \$302,000. The WCGH Emergency Department project still requires some funding by the ACRHD with the details displayed below:

WCGH Emergency Room Redevelopment total budget	\$4,720,000
ACRHD 40% share	\$1,888,000
Amounts previously requisitioned	<u>(\$1,102,000)</u>
Amounts still to be requisitioned	\$786,000
2019 requisition	(\$663,000)
2020 requisition	(\$123,000)

The 2019-2023 Provisional Budget Bylaw attached to this report includes \$663,000 of the funds to be requisitioned in 2019 followed by the remaining \$123,000 to be requisitioned in 2020 in order to complete the funding requirements of the project. ACRD staff has confirmed this cash flow timeline with Island Health’s capital planning team and the timing will meet the cash flow requirements of the project and prevents short term borrowing that was originally anticipated. This approach of funding the remaining portion of the project over the next two years allows the tax requisition to remain stable at approximately \$2 million.

As in prior years, the provisional budget also includes an equipment and minor capital grant of \$550,000 for Island Health to purchase equipment and complete projects for the hospitals in the Region. Island Health will provide a letter in January 2019 explaining their plan in the Region. The grant in 2018 was \$916,452 as Island Health was completing a number of projects including the Helipad. Initial discussions with Island Health staff indicate that they will only be asking for the historic level of \$550,000 in 2019.

As the debt for the WCGH begins to retire it provides the ACRHD Board the opportunity to look into the future in terms of capital needs moving forward. The TGH is beyond its useful life and will require replacement in the coming years. Island Health has confirmed that the project is on their priority list but is not currently near the top of their priorities. In the meantime staff recommend that the ACRHD Board create a reserve fund for the TGH replacement. This investment would reduce the amount of borrowing required when the project is completed. The attached budget includes a flat tax requisition over the next five years with excess funds being allocated into a reserve fund for the TGH project. It is just one approach that can be utilized moving forward to begin to fund the ACRHD’s share of the TGH project when it is completed. Other options are discussed in the ‘Options Considered’ section of this report.

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 Provisional Budget has been developed with a tax requisition of \$2 million which is similar to that of the prior year.

Policy or Legislation:

The ACRHD is required by Section 23 of the Hospital District Act to adopt a provisional budget by December 31st for the following year. Hospital District Act Section 20(4) provides the ACRHD the ability to maintain a reserve account for specified purposes.

Options Considered:

There are numerous other options that the Board could consider including letting the tax requisition fall as the debt retires and then borrowing for the full amount of the TGH replacement when it occurs. Staff do not recommend this option as it will create an artificial drop in requisition amounts followed by a large spike when the project is implemented.

Another option would be for the Board to increase the requisition to build the reserve at a faster rate. This amount could be a set dollar value per year or by setting a percentage increase that the budget should maintain. Staff have not included a proposed recommendation for this option as there are endless different approaches that could be considered. If given some general direction by the Board, staff could develop some options to be considered during the 2019 Annual Budget discussions.



Submitted by:

Teri Fong, CPA, CGA, Manager of Finance



Approved by:

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



**ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT
2019-2023 PROVISIONAL BUDGET
SCHEDULE A - BYLAW NO. 125**

		History					Budget	
		2018	2019	2020	2021	2022	2023	
		PLAN						
Line		REVENUE					Line	
1	\$ 11,470	Surplus (deficit) from prior years	-	-	-	-	-	1
2	1,998,982	Tax requisition	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2
3	8,000	Grants in lieu of taxes	8,000	8,000	8,000	8,000	8,000	3
4	20,000	Investment income & refunds	20,000	20,000	20,000	20,000	20,000	4
5	\$ 2,038,452	TOTAL REVENUE	\$ 2,028,000	5				
		EXPENDITURES						
6	\$ 18,000	Administration costs	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	6
7	304,000	Debenture - interest	304,000	246,000	126,000	33,000	5,000	7
8	493,000	Debenture - principal	493,000	452,000	214,000	78,000	16,000	8
9	5,000	Temporary borrowing interest	-	-	-	-	-	9
10	916,452	Annual equipment grant	550,000	550,000	550,000	550,000	550,000	10
11	302,000	WCGH major equipment/project contributions	663,000	123,000	-	-	-	11
12	-	Reserve fund contribution	-	639,000	1,120,000	1,349,000	1,439,000	12
13	\$ 2,038,452	TOTAL EXPENDITURES	\$ 2,028,000	13				
		TOFINO GENERAL HOSPITAL RESERVE						
14	\$ -	Balance, beginning of year	\$ -	\$ -	\$ 641,400	\$ 1,770,400	\$ 3,137,700	14
15	-	Contribution from operating fund	-	639,000	1,120,000	1,349,000	1,439,000	15
16	-	Grants and other contributions	-	-	-	-	-	16
17	-	Interest earnings	-	2,400	9,000	18,300	28,900	17
18		<i>Less - capital expenditures</i>						18
19	-	Tofino General Hospital	-	-	-	-	-	19
20	-	Total capital expenditures	-	-	-	-	-	20
21	\$ -	BALANCE, END OF YEAR	\$ -	\$ 641,400	\$ 1,770,400	\$ 3,137,700	\$ 4,605,600	21