



Alberni-Clayoquot Regional Hospital District

SPECIAL BOARD OF DIRECTORS MEETING

WEDNESDAY, MARCH 28, 2018

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

AGENDA

PAGE #

1. **CALL TO ORDER**

(immediately following the ACRD Board Meeting)

Recognition of Traditional Territories.

2. **APPROVAL OF AGENDA**

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

3. **CORRESPONDENCE FOR INFORMATION**

(ALL VOTE)

- a. **Correspondence dated February 26, 2018 from Chris Sullivan, Director of Capital Planning, Island Health regarding Unit Dose Medication Distribution (UDMD) Project.**

3 - 4

THAT this correspondence be received for information.

4. **REQUEST FOR DECISIONS & BYLAWS**

- a. **Request for Decision** Finance
Warrant Number 508
(ALL VOTE)

5 - 6

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 508 in the amount of \$31,361.18 dated February 28, 2018.

- b. **Request for Decision**
2018 Annual Budget
(WEIGHTED VOTE)

7 - 11

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors give second reading to Bylaw 124, cited as "Alberni-Clayoquot Regional Hospital District 2018 Annual Budget Bylaw No. 124".

(Amendments to the Financial Plan considered prior to voting on the second reading)

THAT the Board of Directors amend 2018 Annual Budget Bylaw No. 124 as follows:

- *Line 2 – Tax Requisition – Year 2021 reduce to \$1,081,000 and Year 2022 reduce to \$656,000.*
- *Line 9 – Pay down of short term borrowing – Year 2021 reduce to \$186,000 and Year 2022 reduce to \$0.*

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors give third reading to Bylaw 124, cited as “Alberni-Clayoquot Regional Hospital District 2018 Annual Budget Bylaw No. 124”.

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors adopt Bylaw 124, cited as “Alberni-Clayoquot Regional Hospital District 2018 Annual Budget Bylaw No. 124”.

5. **UNFINISHED BUSINESS**
6. **LATE BUSINESS**
7. **QUESTION PERIOD**
8. **ADJOURN**

February 26, 2018

Ref # 19424

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

Dear Ms. Fong:

Re: Unit Dose Medication Distribution (UDMD) Project

I am writing to provide you with additional information related to the UDMD project for which the Alberni Clayoquot Regional Hospital District (ACRHD) approved \$451,536 in its 2017 budget.

The UDMD project is a four-year multidisciplinary initiative delivering a new medication system throughout Island Health. The project is progressing well within the ACRHD boundaries with planned deliverables that include new medication formats, production capacity, inventory controls, and processes that effect change for pharmacy and nursing work flows. The expectation is for iterative quality improvements to be introduced into the enhanced medication management system throughout Island Health facilities, with the result being enhanced patient safety through the reduction of medication errors and adverse drug events. The output of the UDMD project also provides the prerequisite medication system to enable and support a closed loop medication system consistent with the vision of an electronic health record.

The total capital budget for ACRHD facilities was set at \$1,128,840. The following table provides detailed budget information.

Alberni Clayquot - ACRHD	Budget	Status
Infrastructure / Construction - Budget		
Med Area Renos (7) for unit dose medications - WCGH	90,100	Complete
Med Room Renos for ADC - TGH	59,226	Complete
Med room renos for unit dose medications - Bamfield	6,608	Complete
Infrastructure / Construction - TOTAL	155,934	
Automation / Equipment - Budget		
TGH ADC	198,607	Complete
Unit-dose packager - WCGH	378,179	Complete
Sterile prep IVX device WCGH	119,698	Underway
Unit Dose Med Storage Solutions/Bins/Carts	127,508	Underway
Automation / Equipment - TOTAL	823,992	
Department Labour - Budget	136,340	Underway
Software - Budget		
ADC Technology / Interface - ACRHD Portion	12,574	Underway
Software - TOTAL	12,574	
ACRHD - Project total	1,128,840	Complete 04/19

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

Yours truly,



Chris Sullivan
Director, Capital Planning

cc: Pam Rardon, Acting Director, Port Alberni/West Coast



REQUEST FOR DECISION

To: Hospital District Board of Directors

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

Meeting Date: March 28, 2018

Subject: Finance Warrant No. 508

Recommendation:

That the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 508 in the amount of \$31,361.18 dated February 28, 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

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Date : Mar 22, 2018

Time : 8:50 am

Supplier : 0050 To 912
 Trans. Date : 01-Feb-2018 To 28-Feb-2018
 Cheque Date : 01-Feb-2018 To 28-Feb-2018
 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						
1059	28-Feb-2018		Issued	4	C	31361.18	
FEB28/18	01-4-6030-000	ACCOUNTS PAYABLE			31361.18		
Invoice Description --> P577, P578, P579, P591, E2-597							
Total :					31361.18	0.00	31361.18
Supplier Total :					31361.18	0.00	31361.18

Total Computer Paid :	<u>31,361.18</u>	Total EFT PAP :	<u>0.00</u>	Total Paid :	<u>31,361.18</u>
Total Manually Paid :	<u>0.00</u>	Total EFT File Transfer :	<u>0.00</u>		



REQUEST FOR DECISION

To: Hospital District Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: March 28, 2018
Subject: 2018 Annual Budget

Recommendation:

1. **THAT the Alberni-Clayoquot Regional Hospital District Board of Directors give second reading to Bylaw 124, cited as "Alberni-Clayoquot Regional Hospital District 2018 Annual Budget Bylaw No. 124".** (Prior to voting on second reading staff recommend the following amending motion and then the directors will vote on second reading as amended.)
 - a. **THAT the Board of Directors amend 2018 Annual Budget Bylaw No. 124 as follows:**
Line 2 – Tax Requisition – Year 2021 reduce to \$1,081,000 and Year 2022 reduce to \$656,000.
Line 9 – Pay down of short term borrowing – Year 2021 reduce to \$186,000 and Year 2022 reduce to \$0.
2. **THAT the Alberni-Clayoquot Regional Hospital District Board of Directors give third reading to Bylaw 124, cited as "Alberni-Clayoquot Regional Hospital District 2018 Annual Budget Bylaw No. 124".**
3. **THAT the Alberni-Clayoquot Regional Hospital District Board of Directors adopt Bylaw 124, cited as "Alberni-Clayoquot Regional Hospital District 2018 Annual Budget Bylaw No. 124".**

(The Directors are to now vote on second reading as amended.)

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 (MFA). The balance of the debt outstanding is \$3.9 million at the end of 2017.

In addition to funding the long term borrowing for the WCGH, the Hospital District also provides Island Health funding to complete other capital projects and purchase equipment for the health centers in our region. When drafting the annual budget there was miscommunication with Island Health about the Tofino General Hospital Helipad Redevelopment project and the project was budgeted as both a major and minor project in error. The amending motion that has been presented at the beginning of this memo will correct this error and reduce the amount of short-term borrowing that is required for the West Coast General Hospital Emergency Room Redevelopment in 2021 and 2022.

The attached annual budget provides the funds to support all of Island Health's 2017 requests.

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 tax requisition is approximately \$150,000 higher than the previous year. The assessed values for the Regional District increased by 15% from the previous year and therefore the tax rate actually dropped from the prior year despite the increase in requisition. The 2018 residential tax rate is \$0.278 per \$1,000 of assessed value as compared to the 2017 rate of \$0.296 per \$1,000.

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.

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, CPA, CGA, Manager of Finance



Approved by: per: _____
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



Alberni-Clayoquot Regional Hospital District

Bylaw No. 124

A bylaw to adopt the 2018 Annual Budget

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 Annual Budget Bylaw No. 124”***.
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, 2018.

Read a first time this 14th day of February, 2018.

Read a second time this day of , 2018.

Read a third time this day of , 2018.

Adopted this day of , 2018.

Chairperson

Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT
 2018-2022 FINANCIAL PLAN
 SCHEDULE A - BYLAW NO. 124

Line	History			Budget					Line
	2017 ACTUAL	2017 PLAN		2018	2019	2020	2021	2022	
REVENUE									
1	\$ 56,744	\$ 56,744	Surplus (deficit) from prior years	11,470	-	-	-	-	1
2	1,848,206	1,848,206	Tax requisition	1,998,982	1,669,000	1,561,000	1,195,000	844,000	2
3	11,770	8,000	Grants in lieu of taxes	8,000	8,000	8,000	8,000	8,000	3
4	27,047	20,000	Investment income & refunds	20,000	20,000	20,000	20,000	20,000	4
5	\$ 1,943,767	\$ 1,932,950	TOTAL REVENUE	\$ 2,038,452	\$ 1,697,000	\$ 1,589,000	\$ 1,223,000	\$ 872,000	5
EXPENDITURES									
6	\$ 18,000	\$ 18,000	Administration costs	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	6
7	302,684	303,000	Debenture - interest	304,000	303,000	245,000	126,000	32,000	7
8	492,663	493,000	Debenture - principal	493,000	493,000	452,000	214,000	78,000	8
9	-	-	Paydown of short term borrowing	-	300,000	300,000	300,000	188,000	9
10	-	-	Temporary borrowing interest	5,000	33,000	24,000	15,000	6,000	10
11	618,914	618,914	Annual equipment grant	916,452	550,000	550,000	550,000	550,000	11
12	500,036	500,036	WCGH major equipment/project contributions	302,000	-	-	-	-	12
13	\$ 1,932,297	\$ 1,932,950	TOTAL EXPENDITURES	\$ 2,038,452	\$ 1,697,000	\$ 1,589,000	\$ 1,223,000	\$ 872,000	13



**ALBERNI CLAYOQUOT REGIONAL HOSPITAL DISTRICT
DEBENTURE DEBT BALANCE DECEMBER 31, 2017**

Issue	LA/CB	SI	Balance Dec 31, 2016	Payments & Actuarial Adj	Balance Dec 31, 2017	Maturity Date	2018 Debt Principal	2018 Interest
71	75	1999F	267,962.07	85,397.76	182,564.31	01 Dec 2019	41,233.30	26,121.28
72	75	2000S	854,643.62	199,767.51	654,876.11	01 Jun 2020	101,050.54	64,015.44
73	75/82	2000F	1,159,972.49	271,136.19	888,836.30	01 Jun 2020	137,151.73	86,885.50
75	83/75/82	2001F	1,568,907.16	283,932.66	1,284,974.50	01 Jun 2022	136,576.46	79,030.56
77	75/82	2002S	656,276.90	96,484.17	559,792.73	01 Jun 2020	48,731.06	28,198.44
78	75	2002F	178,784.93	26,284.52	152,500.41	01 Jun 2020	13,275.47	9,876.74
79	75	2003S	155,712.74	19,124.59	136,588.15	03 Jun 2023	10,142.18	7,042.58
93	75/82	2005S	44,908.74	4,502.23	40,406.51	04 Jun 2025	4,617.04	1,943.01
			<u>\$ 4,887,168.65</u>	<u>\$ 986,629.63</u>	<u>\$ 3,900,539.02</u>			
							<u>\$ 492,777.78</u>	<u>\$ 303,113.55</u>