



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING WEDNESDAY, DECEMBER 11, 2019

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 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>	
a. Board of Directors Meeting – November 13, 2019	3-5
<i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on November 13, 2019 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 2020 Provisional Budget	6-9
<i>THAT the Alberni Clayoquot Regional Hospital District Board of Directors give first reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2020 to 2024 Provisional Budget No. 127”.</i>	
<i>THAT the Alberni Clayoquot Regional Hospital District Board of Directors give second reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2020 to 2024 Provisional Budget No. 127”.</i>	
<i>THAT the Alberni Clayoquot Regional Hospital District Board of Directors give third reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2020 to 2024 Provisional Budget No. 127”.</i>	

THAT the Alberni Clayoquot Regional Hospital District Board of Directors adopt the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2020 to 2024 Provisional Budget No. 127”.

8. REPORTS

- a. Bamfield Health Centre – B. Beckett
- b. Alberni-Clayoquot Continuing Care Society – J. McNabb
- c. West Coast Native Health Care Society – P. Cote
- d. Tofino General Hospital – West Coast Directors
- e. Alberni-Clayoquot Health Network – P. Cote/J. Osborne
- f. West Coast General Hospital – Alberni Valley Directors
- 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 13, 2019

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 "A" (Beaufort)

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

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

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

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

Sharie Minions, Mayor, City of Port Alberni

Cindy Solda, Councillor, City of Port Alberni

Mayco Noël, Mayor, District of Ucluelet

Alan McCarthy, Member of Legislature, Yuułuꞵiꞵath Government

Kirsten Johnsen, Councillor, Toquaht Nation

REGRETS:

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer

Teri Fong, Chief Financial Officer

Mike Irg, General Manager of Planning and Development

Rob Williams, General Manager of Environmental Services

Wendy Thomson, General Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 3:17 pm.

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

2. APPROVAL OF AGENDA

MOVED: Director Solda

SECONDED: Director Shannon

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Board of Directors Meeting – October 9, 2019

MOVED: Director Solda

SECONDED: Director Jack

THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on October 9, 2019 be adopted

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION

6. CORRESPONDENCE FOR INFORMATION

7. REQUEST FOR DECISIONS & BYLAWS

8. REPORTS

a. Bamfield Health Centre – B. Beckett

Director Beckett reported on a new software program that has been implemented called MUSE. This is a centralized storage system which allows patients and health care practitioners in rural and isolated communities easy access to health care information. They continue to recruit for a part-time nurse. Lack of cell coverage and the condition of the Bamfield Road is affecting the recruitment process.

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

Director McNabb reported on a provincial program called “Choose to Move”. Fir Park and Echo Village are not eligible to apply, but communities are. Director McNabb encouraged the City of Port Alberni and Districts of Tofino and Ucluelet to consider applying for this funding.

c. West Coast Native Health Care Society – P. Cote – No Report

d. Tofino General Hospital – West Coast Directors – No Report

e. Alberni-Clayoquot Health Network – P. Cote/J. Osborne – No Report

f. West Coast General Hospital – Alberni Valley Directors

g. Other Reports

- **October 28, 2019 Meeting with Island Health – (Verbal Report)**

The Chief Administrative Officer provided a brief report on a recent meeting held with Island Health staff. One of the topics discussed was the West Coast General Hospital emergency room renovation and increased cost estimates for this project.

MOVED: Director McNabb

SECONDED: Director Jack

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 Jack

SECONDED: Director McNabb

THAT this meeting be adjourned at 4:25 pm.

CARRIED

Certified Correct:

Josie Osborne,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



REQUEST FOR DECISION

To: Regional Hospital District Board of Directors

From: Teri Fong, CPA, CGA, Chief Financial Officer

Meeting Date: December 11, 2019

Subject: 2020 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 2020 to 2024 Provisional Budget No. 127".

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give second reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2020 to 2024 Provisional Budget No. 127".

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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 Provisional Budget for the following year by December 31st. A separate Annual Budget, in the same 5 year format, will be presented to the Board in February 2020 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 \$2.37 million at the end of 2019. The majority of the debt will be paid in full during the year 2022.

The ACRHD also cost shares on equipment and other projects with Island Health each year. During 2019 the Tofino General Hospital (TGH) Helipad Redevelopment was completed and is now operational. The major project for 2020 is the WCGH Emergency Department Redevelopment that has been planned by Island Health for a number of years. Island Health has indicated that this project is facing cost escalations as well as some scope changes and will provide details to the ACRHD Board in early 2020. As a result, this provisional budget reflects the costs previously provided by Island Health.

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 2020 explaining their plan in the Region.

During the 2019 ACRHD budget discussions the Board supported the staff recommendation that as the debt for the WCGH begins to retire that a reserve for the TGH is to be developed. 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. This investment would reduce the amount of borrowing required when the project is completed. Based on the direction provided in the previous year, the attached provisional budget includes a flat tax requisition over the next five years with excess funds being allocated into a reserve fund for the TGH project.

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 \$1.8 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.



Submitted by: _____

Teri Fong, CPA, CGA, Chief Financial Officer



Approved by: _____

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



**ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT
2020-2024 ANNUAL BUDGET
SCHEDULE A - BYLAW NO. 127**

		History					Budget	
		2019	2020	2021	2022	2023	2024	
Line	PLAN							Line
		REVENUE						
1	41,735	Surplus (deficit) from prior years	-	-	-	-	-	1
2	1,800,000	Tax requisition	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	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	\$ 1,869,735	TOTAL REVENUE	\$ 1,828,000	5				
		EXPENDITURES						
6	\$ 22,000	Administration costs	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	6
7	304,000	Debenture - interest	246,000	126,000	33,000	5,000	1,000	7
8	493,000	Debenture - principal	452,000	214,000	78,000	16,000	6,000	8
9	-	Temporary borrowing interest	-	-	-	-	-	9
10	550,000	Annual equipment grant	550,000	550,000	550,000	550,000	550,000	10
11	500,735	Major equipment/project contributions	285,265	-	-	-	-	11
12	-	Reserve fund contribution	272,735	916,000	1,145,000	1,235,000	1,249,000	12
13	\$ 1,869,735	TOTAL EXPENDITURES	\$ 1,828,000	13				
		TOFINO GENERAL HOSPITAL RESERVE						
14	\$ -	Balance, beginning of year	\$ -	\$ 273,735	\$ 1,195,235	\$ 2,353,535	\$ 3,610,835	14
15	-	Contribution from operating fund	272,735	916,000	1,145,000	1,235,000	1,249,000	15
16	-	Grants and other contributions	-	-	-	-	-	16
17	-	Interest earnings	1,000	5,500	13,300	22,300	31,800	17
18		<i>Less - capital expenditures</i>						18
19	-	Tofino General Hospital	-	-	-	-	-	19
20	-	Total capital expenditures	-	-	-	-	-	20
21	\$ -	BALANCE, END OF YEAR	\$ 273,735	\$ 1,195,235	\$ 2,353,535	\$ 3,610,835	\$ 4,891,635	21