



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING WEDNESDAY, FEBRUARY 13, 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 – January 9, 2019	3-5
<i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on January 9, 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 2019 Annual Budget	6-15
<i>THAT the Alberni Clayoquot Regional Hospital District Board of Directors give first reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2019 Annual Budget No. 126”.</i>	
8. <u>REPORTS</u>	
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, JANUARY 9, 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)

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

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

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

Sharie Minions, Mayor, City of Port Alberni

Cindy Solda, Councillor, City of Port Alberni

Marilyn McEwen, Councillor, District of Ucluelet (Alternate)

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government (via teleconference)

Kirsten Johnsen, Councillor, Toquaht Nation

REGRETS:

Mayco Noel, Mayor, District of Ucluelet

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

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

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

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer

Teri Fong, Manager of Finance

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 3:26 pm.

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

2. APPROVAL OF AGENDA

MOVED: Director Jack

SECONDED: Director Solda

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Board of Directors Meeting – December 12, 2018

MOVED: Director Jack
SECONDED: Director Solda

THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on December 12, 2018 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 speaking with representatives of the Bamfield Health Care Facility last week to find out how they made out in the recent storm and power outage. The issue was raised that communications continue to be a problem in Bamfield.

b. Alberni-Clayoquot Continuing Care Society – J. McNabb – No Report

c. IH Capital Planning Committee – P. Cote/J. Osborne – No Report

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

e. Tofino General Hospital – J. Osborne/M. Noel – No Report

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

Director Cote reported the Health Network Table of Partners has three new candidates, Margaret Morrison, Susan Fox and Patty Edwards.

g. Other Reports – None

MOVED: Director Jack
SECONDED: Director Cote

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 Cote

THAT this meeting be adjourned at 3:31 pm

CARRIED

Certified Correct:

Josie Osborne,
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: February 13, 2019
Subject: 2019 Annual 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 Annual Budget No. 126".

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 \$2.87 million at the end of 2018. The majority of the debt will be paid in full during the year 2022.

Annual equipment grant

Island Health has recently provided the attached letter regarding the 2019/20 Capital Projects and Equipment plan. The request includes \$550,000 in funding for the ACRHD 40% share of capital projects. This request is consistent with their regular historical requests. A small portion of the funding remains unallocated and will be detailed by Island Health in future correspondence once a project is identified.

Major equipment/project contributions

The ACRHD committed to cost sharing an upgrade to the WCGH Emergency Department in 2018. A portion of the ACRHD's share still requires some funding 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	(\$700,000)
2020 requisition	(\$86,000)

The 2019-2023 Annual Budget Bylaw attached to this report includes \$700,000 of the funds to be requisitioned in 2019 followed by the remaining \$86,000 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 when discussed in 2018. 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.

Reserve fund contributions

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. The 2019-2023 budget includes the implementation of a reserve fund to begin to save for this project. This investment

will reduce the amount of borrowing required when the project is completed. The draft budget indicates that the reserve will accumulate approximately \$4.6 million by the end of 2023.

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.

Strategic Priorities:

The Board of Directors identified broader health care lobbying efforts as a strategic priority in 2019.

Time Requirements – Staff & Elected Officials:

Staff time for the Hospital District is required to satisfy the financial requirements of the organization including debt management, financial statements, budget and accounts payable processing. Staff time is also utilized to prepare agendas and minutes and support lobbying efforts. Finally, staff time is required to attend the Island Health Capital Planning meetings and regular correspondence with Island Health representatives.

Financial:

The 2019 tax requisition is \$1,999,265 compared to \$1,998,982 in the prior year.

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, CPA, CGA, Manager of Finance



Approved by: _____

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

Excellent care, for everyone,
everywhere, every time.



January 31, 2019

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

Dear Ms. Fong:

Re: 2019/20 Capital Projects and Equipment

I am writing to advise you of the Island Health 2019/20 capital plan for which ACRHD cost-sharing is requested.

I understand the ACRHD has approved a provisional 2019 budget of \$550,000 for minor capital projects and equipment. Island Health proposes the following allocation which we have itemized in the attached project and equipment lists:

Minor Capital Projects	\$359,709
Equipment	\$155,446
Unallocated Funding	\$34,845
Total	\$550,000

Electronic Health Record Projects

The minor capital project list includes a number of Electronic Health Record projects which are part of an Island Health initiative to have one patient record and plan of care for each person. Project benefits include: improved safety, enhanced continuity of care and collaboration among care providers, faster testing and medication turn-around-time, better decision-making and greater patient involvement in care decisions. The six Island Health Regional Hospital Districts have been allocated 40% of the cost of these projects based on population.

I would like to thank the ACRHD for its significant contribution to Island Health's capital project and equipment needs, and we look forward to our continued partnership in meeting your healthcare infrastructure needs.

Please call me at (250) 519-1726 if you have any questions.

Yours truly,



Kevin Daniel

Manager, Capital Planning and Leasing, Geography 2 and 3

Attachments

cc: Marie Duperreault, Director, Port Alberni/West Coast
Chris Sullivan, Director, Capital Planning and Leasing
Carol Botrakoff, Director, Capital Finance and Treasury

Capital Planning

Located at: 1952 Bay Street | Victoria, BC V8R 1J8 Canada

Mailing address: 1952 Bay Street | Victoria, BC V8R 1J8 Canada

Tel: 250-519-1726 | Fax: 250-370-8689

**Island Health 2019/20 Minor Capital Project List
Alberni-Clayoquot Regional Hospital District**

Reference #	Site	Portfolio	Project Name	Total Project Cost	Cash Flow					
					Prior Years	2019/20			2020/21	2021/22
					Annual	Island Health	ACRHD			
Previous Project Approvals:										
DCWC1417	West Coast General Hospital	Geography 2	Endo Renovation	\$500,000	\$450,000	\$50,000	\$30,000	\$20,000		
DCWC1017	West Coast General Hospital	Geography 3	Renovate Pharmacy	\$750,000	\$500,000	\$250,000	\$150,000	\$100,000		
DCWC0417	West Coast General Hospital	Operations and Support Services	Develop Additional Patient Overflow Area	\$550,000	\$300,000	\$250,000	\$150,000	\$100,000		
98.85.171800800	Tofino General Hospital	Operations and Support Services	Renovate Clean/Dirty Inventory Room	\$250,000	\$200,000	\$50,000	\$30,000	\$20,000		
Sub-Total				\$2,050,000	\$1,450,000	\$600,000	\$360,000	\$240,000	\$0	\$0
New Project Approvals:										
2019-1212	West Coast General Hospital	Operations & Support Services	Building Fabric and Finishes	\$99,000		\$99,000	\$59,400	\$39,600		
4625	West Coast General Hospital	Operations & Support Services	Install New Doors in OR/PAR	\$85,000		\$85,000	\$51,000	\$34,000		
Electronic Health Record Projects:										
TBD	Multiple Sites	Innovation, Analytics and Info	Medication Safety - Best Possible Medication History	\$1,068,731		\$1,068,731	\$1,051,631	\$17,100		
TBD	Multiple Sites	Innovation, Analytics and Info	Order Set Harmonization	\$855,578		\$855,578	\$841,889	\$13,689		
TBD	Multiple Sites	Innovation, Analytics and Info	Patient Portal Phase II	\$507,474		\$507,474	\$499,354	\$8,120		
TBD	Multiple Sites	Innovation, Analytics and Info	Analytics	\$150,000		\$150,000	\$147,600	\$2,400		
TBD	Multiple Sites	Innovation, Analytics and Info	Surgical Procedure Code Standardization	\$300,000		\$300,000	\$295,200	\$4,800		
Sub-Total				\$3,065,783	\$0	\$3,065,783	\$2,946,074	\$119,709	\$0	\$0
Grand Total				\$5,115,783	\$1,450,000	\$3,665,783	\$3,306,074	\$359,709	\$0	\$0

Notes:

Definition of minor project: cost is between \$5,000 and \$1,500,000.

Some projects may not be able to proceed in 2019/20 due to space and/or timing issues.

The ACRHD amount on the Electronic Health Record projects is less than 40% of the total cost because the total cost is being shared by all of the Island Health RHDs based on population.

Components of the Electronic Health Record for RHD Cost Sharing Request

Project	Budget	Narrative
Medication Safety - Best Possible Medication History	\$ 1,068,731	This project will provide the care provider with a patient's medication profile and medication history by linking to Pharmanet. If a patient presents in the hospital, the care providers will have immediate access to the current medication information thus improving more timely access to care. In addition, this project will help ensure patients do not miss their medication because they are at the hospital. Some patients do not know or are not able to advise care providers which prescriptions they are taking.
Order Set Harmonization	\$ 855,578	This project will standardize care provider order sets across Island Health. The project will provide consistency of care to patients across Island Health no matter which site they access and the same clinical tools will be used to provide treatment to the patient.
Patient Portal Phase II	\$ 507,474	This project will expand the Patient Portal (patient access diagnostic results) functionality and tools. This project will expand access to a broader audience and include more diagnostic test results.
Analytics	\$ 150,000	This project includes development of software to enable Island Health to harness value out of the Electronic Health Record. Analytics will track outcomes and anomalies with patient care and enable Island Health to improve patient care and consistency of care. Dashboard results will be able to be compared across sites and modalities of care.
Surgical Procedure Code Standardization	\$ 300,000	This project will allow Island Health to standardize surgical procedure codes and provide consistency of care across all sites. These codes would also be linked to the automated scheduling system which would improve patient flow.
	\$ 2,881,783	

ISLAND HEALTH

2019/20 RECOMMENDED APPROVED CAPITAL EQUIPMENT - ALBERNI CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Capital #	Site	Department	Equipment Name	Qty	Budget	New / Replace
<u>Equipment < \$100,000</u>						
19-0042	Tofino General Hospital	Lab	Urinalysis Analyzer	1	50,000.00	New
19-0044	Tofino General Hospital	Lab	Coagulation Analyzer	1	30,000.00	Replace
19-0062	Tofino General Hospital	X-Ray	3 Step Platform	1	6,000.00	New
19-0019	West Coast General Hospital	Computed Tomography	Ceiling Lift Upgrade	1	9,600.00	Replace
19-0033	West Coast General Hospital	Nursing - Ob/Gyn	Panda Warmer	2	66,890.00	New
19-0035	West Coast General Hospital	Nursing - Ob/Gyn	Ultrasound Machine	1	38,500.00	New
19-0036	West Coast General Hospital	Nursing - Ob/Gyn	Infant Ventilator	1	6,800.00	New
19-0037	West Coast General Hospital	Nursing - Ob/Gyn	Fetal Monitor	2	32,000.00	Replace
19-0032	West Coast General Hospital	Operating Room	ECT Machine	1	16,495.00	New
19-0034	West Coast General Hospital	Operating Room	Ultrasound Machine	1	38,500.00	New
18-0250	West Coast General Hospital	Ultrasound	Ultrasound Machine	1	93,830.00	Replace
Total Equipment < \$100,000					388,615.00	
Total Possible Cost Sharing by ACRHD					155,446.00	



**ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT
2019-2023 ANNUAL BUDGET
SCHEDULE A - BYLAW NO. 126**

Line	History			Budget					Line
	2018 ACTUAL	2018 PLAN		2019	2020	2021	2022	2023	
REVENUE									
1	\$ 11,472	\$ 11,470	Surplus (deficit) from prior years	41,735	-	-	-	-	1
2	1,998,981	1,998,982	Tax requisition	1,999,265	2,000,000	2,000,000	2,000,000	2,000,000	2
3	13,090	8,000	Grants in lieu of taxes	8,000	8,000	8,000	8,000	8,000	3
4	50,770	20,000	Investment income & refunds	20,000	20,000	20,000	20,000	20,000	4
5	\$ 2,074,313	\$ 2,038,452	TOTAL REVENUE	\$ 2,069,000	\$ 2,028,000	\$ 2,028,000	\$ 2,028,000	\$ 2,028,000	5
EXPENDITURES									
6	\$ 18,000	\$ 18,000	Administration costs	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	6
7	303,348	304,000	Debenture - interest	304,000	246,000	126,000	33,000	5,000	7
8	492,778	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	916,452	Annual equipment grant	550,000	550,000	550,000	550,000	550,000	10
11	302,000	302,000	Major equipment/project contributions	700,000	86,000	-	-	-	11
12	-	-	Reserve fund contribution	-	672,000	1,116,000	1,345,000	1,435,000	12
13	\$ 2,032,578	\$ 2,038,452	TOTAL EXPENDITURES	\$ 2,069,000	\$ 2,028,000	\$ 2,028,000	\$ 2,028,000	\$ 2,028,000	13
TOFINO GENERAL HOSPITAL RESERVE									
14	\$ -	\$ -	Balance, beginning of year	\$ -	\$ -	\$ 674,500	\$ 1,799,700	\$ 3,163,200	14
15	-	-	Contribution from operating fund	-	672,000	1,116,000	1,345,000	1,435,000	15
16	-	-	Grants and other contributions	-	-	-	-	-	16
17	-	-	Interest earnings	-	2,500	9,200	18,500	29,100	17
18			<i>Less - capital expenditures</i>						18
19	-	-	Tofino General Hospital	-	-	-	-	-	19
20	-	-	Total capital expenditures	-	-	-	-	-	20
21	\$ -	\$ -	BALANCE, END OF YEAR	\$ -	\$ 674,500	\$ 1,799,700	\$ 3,163,200	\$ 4,627,300	21



**ALBERNI CLAYOQUOT REGIONAL HOSPITAL DISTRICT
DEBENTURE DEBT BALANCE DECEMBER 31, 2018**

Issue	LA/CB	SI	Balance Dec 31, 2017	Payments & Actuarial Adj	Balance Dec 31, 2018	Maturity Date	2019 Debt Principal	2019 Interest
71	75	1999F	182,564.31	89,262.41	93,301.90	01 Dec 2019	41,233.30	26,161.28
72	75	2000S	654,876.11	208,757.04	446,119.07	01 Jun 2020	101,050.54	64,015.44
73	75/82	2000F	888,836.30	283,337.32	605,498.98	01 Jun 2020	137,151.73	86,885.50
75	83/75/82	2001F	1,284,974.50	298,129.28	986,845.22	01 Jun 2022	136,576.46	79,030.56
77	75/82	2002S	559,792.73	101,308.37	458,484.36	01 Jun 2020	48,731.06	28,198.44
78	75	2002F	152,500.41	27,598.75	124,901.66	01 Jun 2020	13,275.47	9,876.74
79	75	2003S	136,588.15	20,080.82	116,507.33	03 Jun 2023	10,142.18	7,545.62
93	75/82	2005S	40,406.51	4,617.04	35,789.47	04 Jun 2025	4,734.77	1,704.53
			<u>\$ 3,900,539.02</u>	<u>\$ 1,033,091.03</u>	<u>\$ 2,867,447.99</u>		<u>\$ 492,895.51</u>	<u>\$ 303,418.11</u>