



# Alberni-Clayoquot Regional Hospital District

## BOARD OF DIRECTORS MEETING WEDNESDAY, MARCH 13, 2019

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

### AGENDA

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	PAGE #
<b>1. <u>CALL TO ORDER</u></b> <i>(immediately following the ACRD Board Meeting)</i>	
<b>Recognition of Territories.</b>	
<b>2. <u>APPROVAL OF AGENDA</u></b> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
<b>3. <u>ADOPTION OF MINUTES</u></b>	
a. <b>Board of Directors Meeting – February 13, 2019</b>	<b>3-5</b>
<i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on February 13, 2019 be adopted.</i>	
<b>4. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS (10-minute maximum)</u></b>	
<b>5. <u>CORRESPONDENCE FOR ACTION</u></b>	
<b>6. <u>CORRESPONDENCE FOR INFORMATION</u></b>	
<b>7. <u>REQUEST FOR DECISIONS &amp; BYLAWS</u></b>	
a. <b>Request for Decision</b> 2019 Annual Budget	<b>6-10</b>
<i>THAT the Alberni-Clayoquot Regional Hospital District Board of Directors give second reading to bylaw, cited as “Alberni-Clayoquot Regional Hospital District 2019 Annual Budget Bylaw No. 126”.</i>	
<i>THAT the Alberni-Clayoquot Regional Hospital District Board of Directors give third reading to bylaw, cited as “Alberni-Clayoquot Regional Hospital District 2019 Annual Budget Bylaw No. 126”.</i>	
<i>THAT the Alberni-Clayoquot Regional Hospital District Board of Directors adopt bylaw, cited as “Alberni-Clayoquot Regional Hospital District 2019 Annual Budget Bylaw No. 126”.</i>	

**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 – J. Osborne/M. Noël
- e. Alberni-Clayoquot Health Network – P. Cote/J. Osborne
- f. Other Reports

*THAT the Regional Hospital Board of Directors receives reports a-f.*

**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, FEBRUARY 13, 2019

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

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### **DIRECTORS**

Josie Osborne, Chairperson, Mayor, District of Tofino

### **PRESENT:**

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)

Mayco Noël, Mayor, District of Ucluelet

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

Kirsten Johnsen, Councillor, Toquaht Nation

### **REGRETS:**

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

Sharie Minions, Mayor, City of Port Alberni

Cindy Solda, Councillor, City of Port Alberni

Alan McCarthy, Member of Legislature, Yuuʷuʷiʷaʷath Government

### **STAFF PRESENT:**

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

Janice Hill, Executive Assistant

### **1. CALL TO ORDER**

The Chairperson called the meeting to order at 3:01 pm.

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

### **2. APPROVAL OF AGENDA**

*MOVED: Director Cote*

*SECONDED: Director Johnsen*

*THAT the agenda be approved as circulated.*

**CARRIED**

### **3. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – January 9, 2019**

*MOVED: Director Cote*

*SECONDED: Director Johnsen*

*THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on January 9, 2019 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 2019 Annual Budget**

*MOVED: Director Cote*

*SECONDED: Director Johnsen*

*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”.*

**CARRIED**

**8. REPORTS**

**a. Bamfield Health Centre – B. Beckett**

Director Beckett provided an update on Health Care in Bamfield including the concern over the deteriorating condition of the Bamfield road which makes it difficult for the community, especially seniors, to access appropriate health care services in other centers. There are telemetry services available at the Bamfield Health center now which allows community members to access health care professionals from the comfort of their own community. Regional District staff continue to work on getting an ambulance in Bamfield for patient transportation.

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

Director McNabb reported on the upcoming strategy meeting planning session for the Alberni-Clayoquot Continuing Care Society Board, they recently approved Nurses contract and succession planning and budgeting for the next fiscal year.

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

No report.

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

Director Cote reported that the Rainbow Gardens building expansion is currently in progress.

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

Director Noël reported on the proposed new medical center being built in Ucluelet.

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

No report.

**g. Other Reports**

No other reports.

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*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 Cote*

*SECONDED: Director Johnsen*

*THAT this meeting be adjourned at 3:12 pm*

**CARRIED**

Certified Correct:

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Josie Osborne,  
Chairperson

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Wendy Thomson,  
Manager of Administrative Services



## REQUEST FOR DECISION

**To:** Hospital District Board of Directors  
**From:** Teri Fong, CPA, CGA, Manager of Finance  
**Meeting Date:** March 7, 2019  
**Subject:** 2019 Annual Budget

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### **Recommendation:**

1. THAT the Alberni-Clayoquot Regional Hospital District Board of Directors give second reading to bylaw, cited as "Alberni-Clayoquot Regional Hospital District 2019 Annual Budget Bylaw No. 126".
2. THAT the Alberni-Clayoquot Regional Hospital District Board of Directors give third reading to bylaw, cited as "Alberni-Clayoquot Regional Hospital District 2019 Annual Budget Bylaw No. 126".
3. THAT the Alberni-Clayoquot Regional Hospital District Board of Directors adopt bylaw, cited as "Alberni-Clayoquot Regional Hospital District 2019 Annual Budget Bylaw No. 126".

### **Summary:**

The Alberni-Clayoquot Regional Hospital District Board of Directors gave first reading to the 2019 Annual Budget Bylaw No. 126 on February 13, 2019. The bylaw is attached for consideration of adoption.

### **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 \$283 higher than the previous year. The West Coast General Hospital (WCGH) Emergency Department renovation will not be fully funded in 2019 but instead will require an additional \$86,000 to be requisitioned in 2020 to avoid a tax requisition spike this year. This cash flow time line meets the requirements of Island Health.

### **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.

### **Option Considered – Lowering Hospital District requisition to offset Regional District increase:**

The Regional District draft financial plan for first reading includes a tax increase of 11.82%. The Board could consider lowering the requisition in the Hospital District budget if an offset to this increase is desired. This offset could be

achieved by delaying the funding of a larger portion of the WCGH Emergency Department Renovation until 2020 and yet still meet the timelines of Island Health. If the Board would like to delay the adoption of the Hospital District budget to consider this option after reviewing the Regional District budget then a Special Regional Hospital District meeting could be held in conjunction with the regular Board of Directors meeting on March 27, 2019. If this is the desired direction of the Board then the motions presented at the beginning of this report should be disregarded and the following motion could be considered instead:

*THAT the Alberni-Clayoquot Regional Hospital District Board of Directors call for a Special Hospital District Board of Directors meeting on Wednesday, March 27, 2019 immediately following the Regional District Board meeting.*



Submitted by: \_\_\_\_\_

Teri Fong, CPA, CGA, Manager of Finance



Approved by: \_\_\_\_\_

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



**Alberni-Clayoquot Regional Hospital District**

**Bylaw No. 126**

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***A bylaw to adopt the 2019 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 2019 Annual Budget Bylaw No. 126”***.
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, 2019.

Read a first time this 13<sup>th</sup> day of February, 2019.

Read a second time this day of , 2019.

Read a third time this day of , 2019.

Adopted this day of , 2019.

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Chairperson

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Chief Administrative Officer



**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	
<b>REVENUE</b>									
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	<b>\$ 2,074,313</b>	<b>\$ 2,038,452</b>	<b>TOTAL REVENUE</b>	<b>\$ 2,069,000</b>	<b>\$ 2,028,000</b>	<b>\$ 2,028,000</b>	<b>\$ 2,028,000</b>	<b>\$ 2,028,000</b>	5
<b>EXPENDITURES</b>									
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	<b>\$ 2,032,578</b>	<b>\$ 2,038,452</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,069,000</b>	<b>\$ 2,028,000</b>	<b>\$ 2,028,000</b>	<b>\$ 2,028,000</b>	<b>\$ 2,028,000</b>	13
<b>TOFINO GENERAL HOSPITAL RESERVE</b>									
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	<b>\$ -</b>	<b>\$ -</b>	<b>BALANCE, END OF YEAR</b>	<b>\$ -</b>	<b>\$ 674,500</b>	<b>\$ 1,799,700</b>	<b>\$ 3,163,200</b>	<b>\$ 4,627,300</b>	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>