



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING
WEDNESDAY, DECEMBER 9, 2020

Due to COVID-19, the meeting will be held via Zoom Video Conferencing and will be livestreamed on the ACRD website at:

<https://www.acrd.bc.ca/events/9-12-2020/>

Public Attendance: the public are welcome to attend the meeting via Zoom Webinar by registering at: https://portalberni.zoom.us/webinar/register/WN_AheUgpliSlmy1R-W43ZgBw

AGENDA

PAGE #

1. **CALL TO ORDER**

(immediately following the ACRD Board Meeting)

Recognition of Territories.

Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.

2. **APPROVAL OF AGENDA**

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

3. **ADOPTION OF MINUTES**

a. **Board of Directors Meeting – November 12, 2020**

4-6

THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on November 12, 2020 be adopted.

4. **PETITIONS, DELEGATIONS & PRESENTATIONS (10-minute maximum)**

5. **CORRESPONDENCE FOR ACTION**

6. **CORRESPONDENCE FOR INFORMATION**

7. **REQUEST FOR DECISIONS & BYLAWS**

a. **Request for Decision**

2021 Provisional Budget

7-10

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give first reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2021 to 2025 Provisional Budget No. 130”.

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give second reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2021 to 2025 Provisional Budget No. 130”.

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give third reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2021 to 2025 Provisional Budget No. 130”.

THAT the Alberni Clayoquot Regional Hospital District Board of Directors adopt the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2021 to 2025 Provisional Budget No. 130”.

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
- 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

Questions/Comments from the public participating in the Zoom meeting.

Questions/Comments from the Public, respecting an agenda item, can be emailed to the ACRD at responses@acrd.bc.ca and will be read out by the Executive Assistant at the meeting.

12. ADJOURN



Alberni-Clayoquot Regional Hospital District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON THURSDAY, NOVEMBER 12, 2020

Due to COVID-19 pandemic, meeting conducted via Zoom video/phone conferencing

DIRECTORS PRESENT: John McNabb, Chairperson, Director, Electoral Area "E" (Beaver Creek)
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)
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)
Sharie Minions, Mayor, City of Port Alberni
Debbie Haggard, Councillor, City of Port Alberni
Rachelle Cole, Councillor, District of Ucluelet
Tom Stere, Councillor, District of Tofino (Alternate)
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Councillor, Toquaht Nation

REGRETS: Alan McCarthy, Member of Legislature, Yuułuʔiłʔatḥ Government

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Mike Irg, General Manager of Planning and Development
Jenny Brunn, Acting General Manager of Community Services
Heather Zenner, Protective Services Manager
Wendy Thomson, General Manager of Administrative Services
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at <https://www.acrd.bc.ca/events/12-11-2020/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 3:10 pm.

The Chairperson recognized the meeting this afternoon is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

2. APPROVAL OF AGENDA

MOVED: Director Cote
SECONDED: Director Cootes

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Board of Directors Meeting – October 14, 2020

MOVED: Director Cote
SECONDED: Director Shannon

THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on October 14, 2020 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 – No Report

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

The Chairperson discussed the continued challenges working during the pandemic and impacts on staff and patients. Next meeting of the Society is December 2nd.

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

d. Tofino General Hospital – West Coast Directors

Director Stere reported on his recent conversation with the Site Director at Tofino General Hospital. This summer was very busy at the Hospital with some of the highest counts ever for the emergency room department. The lack of long-term care beds on the west coast is an issue. Currently, 6 out of the 10 acute in-patient care beds at the Hospital are being taken up by long term care beds. Director Stere discussed

operational challenges at the Hospital with aging infrastructure. The Hospital is over 70 years old with failing infrastructure.

e. Alberni-Clayoquot Health Network – P. Cote

Director Cote reported the Network meets next Wednesday. Director Cote thanked Director Beckett for his efforts to recruit an individual from Bamfield to sit on the Table of Partners.

f. West Coast General Hospital – Alberni Valley Directors – No Report

g. Other Reports

MOVED: Director Roberts

SECONDED: Director Jack

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

CARRIED

9. UNFINISHED BUSINESS

10. LATE BUSINESS

11. QUESTION PERIOD

Questions/Comments from the public attending the meeting via Zoom webinar or submitted to responses@acrd.bc.ca. The Corporate Officer advised there were no questions/comments from the public respecting the meeting today.

12. ADJOURN

MOVED: Director Roberts

SECONDED: Director Bodnar

THAT this meeting be adjourned at 3:26 pm.

CARRIED

Certified Correct:

John McNabb,
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 9, 2020

Subject: 2021 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 2021 to 2025 Provisional Budget No. 130".

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give second reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2021 to 2025 Provisional Budget No. 130".

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give third reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2021 to 2025 Provisional Budget No. 130".

THAT the Alberni Clayoquot Regional Hospital District Board of Directors adopt the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2021 to 2025 Provisional Budget No. 130".

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 2021 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 \$750,000 at the end of 2020. During 2021 there is an opportunity to pay out one of the ACRHD's debentures and staff recommend that the ACRHD take advantage of this opportunity. The additional debt payment in 2021 is approximately \$137,000 but will save the ACRHD approximately \$28,000 in interest charges. The attached provisional budget has been developed with the early pay out option included. The WCGH debt will be paid in full during the year 2025.

The 2020 ACRHD Financial Plan included the development of a reserve for the Tofino General Hospital (TGH). 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 this previous direction, the attached provisional budget

includes a flat tax requisition of \$1.8 million over the next five years with excess funds being allocated into a reserve fund for the TGH project. Staff realize that the Board may want to revise this approach due to the COVID-19 pandemic, however, staff recommend that the Provisional Budget be adopted with a 0% tax requisition increase and that any reductions be considered during the development of the Annual Budget in February and March when the Regional District Financial Plan will also be under development and the two plans can be considered together.

The ACRHD also cost shares on equipment and other projects with Island Health each year. The major project for 2020 was the WCGH Emergency Department Redevelopment that has been planned by Island Health for a number of years. This project had some further setbacks, due to the COVID-19 pandemic, but has recently got underway. The ACRHD's share of this project of \$1.88 million has already been requisitioned and will be paid to Island Health as the project progresses.

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 2021 explaining their plan in the Region. This letter will be presented as part of the Annual Budget process.

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 the same as the prior year. The tax rate and estimated residential tax impact by area will be presented during the Annual Budget process when the 2021 assessed values are available.

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
2021 TO 2025 PROVISIONAL BUDGET
SCHEDULE A - BYLAW NO. 130**

		History					Budget	
		2020	2021	2022	2023	2024	2025	
		PLAN						
Line		REVENUE					Line	
1	89,413	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	7,000	Grants in lieu of taxes	7,000	7,000	7,000	7,000	7,000	3
4	20,000	Investment income & refunds	20,000	20,000	20,000	20,000	20,000	4
5	\$ 1,916,413	TOTAL REVENUE	\$ 1,827,000	5				
		EXPENDITURES						
6	\$ 25,000	Administration costs	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	6
7	246,000	Debenture - interest	112,000	19,000	5,000	1,000	1,000	7
8	452,000	Debenture - principal	351,000	29,000	16,000	6,000	6,000	8
9	550,000	Annual equipment grant	550,000	550,000	550,000	550,000	550,000	9
10	285,265	Major equipment/project contributions	-	-	-	-	-	10
11	358,148	Reserve fund contribution	789,000	1,204,000	1,231,000	1,245,000	1,245,000	11
12	\$ 1,916,413	TOTAL EXPENDITURES	\$ 1,827,000	12				
		TOFINO GENERAL HOSPITAL RESERVE						
13	\$ -	Balance, beginning of year	\$ 359,448	\$ 1,154,148	\$ 2,371,348	\$ 3,624,748	\$ 4,901,648	13
14	358,148	Contribution from operating fund	789,000	1,204,000	1,231,000	1,245,000	1,245,000	14
15	-	Grants and other contributions	-	-	-	-	-	15
16	1,300	Interest earnings	5,700	13,200	22,400	31,900	41,400	16
17		<i>Less - capital expenditures</i>						17
18	-	Tofino General Hospital	-	-	-	-	-	18
19	-	Total capital expenditures	-	-	-	-	-	19
20	\$ 359,448	BALANCE, END OF YEAR	\$ 1,154,148	\$ 2,371,348	\$ 3,624,748	\$ 4,901,648	\$ 6,188,048	20