



## Hospital District Board of Directors Meeting Wednesday, March 9, 2022

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC  
Immediately following the Board of Directors Meeting

### Regular Agenda

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Watch the meeting live at [www.acrd.bc.ca/events/9-3-2022/](http://www.acrd.bc.ca/events/9-3-2022/)

Register to participate via Zoom Webinar at:

[https://portalberni.zoom.us/webinar/register/WN\\_wNJjA3dORjGGTpV1C07Sqw](https://portalberni.zoom.us/webinar/register/WN_wNJjA3dORjGGTpV1C07Sqw)

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- |  | <b>PAGE #</b> |
|--|---------------|
| <b>1. <u>CALL TO ORDER</u></b><br><i>(Immediately following the ACRD Board Meeting)</i>  |               |
| <b>Recognition of Territories.</b>   |               |
| Notice to attendees and delegates that this meeting is being recorded and<br>livestreamed to YouTube on the Regional District Website.   |               |
| <b>2. <u>APPROVAL OF AGENDA</u></b><br><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 9, 2022</b>  | <b>4-7</b>    |
| <i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of<br/>Directors held on February 9, 2022, be adopted.</i> |               |
| <b>4. <u>CORRESPONDENCE FOR INFORMATION</u></b>  |               |
| a. <b>ISLAND HEALTH</b><br>2022/2023 Capital Projects and Equipment  | <b>8-11</b>   |
| <i>THAT this correspondence be received for information.</i>   |               |
| <b>5. <u>REQUEST FOR DECISIONS &amp; BYLAWS</u></b>  |               |
| a. <b>Request for Decision</b><br>Annual Budget for Years 2022 to 2026   | <b>12-18</b>  |

*THAT the Alberni Clayoquot Regional Hospital District Board of Directors give first reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2022 to 2026 Annual Budget No. 133”.*

*THAT the Alberni-Clayoquot Regional Hospital District Board of Directors call for a Special Hospital District Board of Directors meeting on Wednesday, March 23, 2022, immediately following the Regional District Board meeting in order to adopt the 2022-2026 Annual Budget.*

**6. 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  
Draft ACHN Minutes – February 16, 2022
- f. West Coast General Hospital – Alberni Valley Directors
- g. Other Reports

**19-21**

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

**7. UNFINISHED BUSINESS**

**8. LATE BUSINESS**

**9. QUESTION PERIOD**

**Questions/Comments from the public:**

- Participating in Person in the Board Room
- Participating in the Zoom meeting
- Emailed to the ACRD at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)

**10. IN CAMERA**

(ALL/UNWEIGHTED)

*Motion to close the meeting to the public as per the Community Charter, section(s):*

- i. *90 (1) (k) negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interests of the regional district if they were held in public.*

**11. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA**

**12. ADJOURN**



# Alberni-Clayoquot Regional Hospital District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, FEBRUARY 9, 2022

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

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**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)  
Ron Corbeil, Councillor, City of Port Alberni  
Rachelle Cole, Councillor, District of Ucluelet  
Tom Stere, Councillor, District of Tofino  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Kirsten Johnsen, Councillor, Toquaht Nation  
Alan McCarthy, Member of Legislature, Yuułuꞑiꞑath Government

**REGRETS:** Sharie Minions, Mayor, City of Port Alberni

**STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer  
Teri Fong, Chief Financial Officer  
Mike Irg, General Manager of Planning & Development  
Wendy Thomson, General Manager of Administrative Services  
Heather Zenner, Protective Services Manager  
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at [www.acrd.bc.ca/events/9-2-2022/](http://www.acrd.bc.ca/events/9-2-2022/)

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 3:03 pm.

The Chairperson recognized this meeting 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 Stere*  
*SECONDED: Director Beckett*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – January 12, 2022**

*MOVED: Director Jack*  
*SECONDED: Director Stere*

*THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on January 12, 2022 be adopted.*

**CARRIED**

**4. PETITIONS, DELEGATIONS & PRESENTATIONS**

**5. CORRESPONDENCE FOR ACTION**

**6. CORRESPONDENCE FOR INFORMATION**

**a. COMOX STRATHCONA REGIONAL HOSPITAL DISTRICT  
Hospital District Act Revisions**

*MOVED: Director Cote*  
*SECONDED: Director Beckett*

*THAT this correspondence be received for information.*

**CARRIED**

**7. REQUEST FOR DECISIONS & BYLAWS**

**8. REPORTS**

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

Director Beckett reported Island Health has approved a full-time clerk for the Health Centre to assist nursing staff. He also reported unfortunate news, opioids are in their community and the impact has been felt in their community.

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

Director McNabb reported on their last meeting. They have had COVID cases in both Echo and Fir Park Village. The Provincial Government and Island Health have put more funds towards continuing care to relieve some of the COVID related costs.

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

Director Cote reported the Society is still not meeting in-person. Rainbow Gardens recently reported they had one resident and four staff cases of COVID. Director Cote discussed staffing challenges at both facilities when workers get sick and can't come into work.

**d. Tofino General Hospital – West Coast Directors**

Director Stere reported on his recent discussion with the Tofino General Hospital Site Director. Staffing continues to be challenging with Omicron and they are relying heavily on out-of-town casuals to support hospital staff. The renovation planned for the admitting area and creation of a safe room for suicidal or aggressive patients has been slightly delayed due to Omicron. These projects are planned to commence this spring.

**e. Alberni-Clayoquot Health Network – P. Cote**

Draft Alberni-Clayoquot Health Network Table of Partners Meeting Minutes – January 19, 2022

Director Cote provided a brief update on the Network. A new three-year contract has been entered into with the Network Coordinator. Director Cote reported they will continue to lobby Island Health for ongoing funding support for the Network.

**f. West Coast General Hospital – Alberni Valley Directors**

The Chairperson reported on the status of the emergency room renovations and funding for this project through the West Coast General Hospital Foundation. To date the Foundation has raised approximately \$8 million.

**g. Other Reports**

*MOVED: Director Cote*

*SECONDED: Director Beckett*

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

**CARRIED**

**10. LATE BUSINESS**

**11. QUESTION PERIOD**

Questions/Comments from the public. The Corporate Officer advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

**12. IN-CAMERA**

*MOVED: Director Johnson*  
*SECONDED: Director Bodnar*

*THAT the meeting be closed to the public as per the Community Charter, sections:*

- 90 (1) (k) negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interests of the regional district if they were held in public;*
- 91 (2) (a) (i) If all or part of a meeting is closed to the public, the board may allow a person other than regional district officers and employees to attend, in the case of a meeting that must be closed under section 90 (2) if the board considers this necessary and the person already has knowledge of the confidential information.*

**CARRIED**

The meeting was closed to the public at 3:15 pm.

The meeting was re-opened to the public at 3:53 pm.

**13. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA**

**14. ADJOURN**

*MOVED: Director Jack*  
*SECONDED: Director Cole*

*THAT this meeting be adjourned at 3:53 pm.*

**CARRIED**

Certified Correct:

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John McNabb,  
Chairperson

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Wendy Thomson,  
General Manager of Administrative Services

February 10, 2022

Ms. Teri Fong  
Chief Financial Officer  
Alberni-Clayoquot Regional District  
3008 5th Avenue  
Port Alberni, BC V9Y 2E3

Dear Ms. Fong:

**Re: 2022/2023 Capital Projects and Equipment**

Island Health is requesting Alberni-Clayoquot Regional Hospital District (ACRHD) cost-sharing on our 2022/23 capital project and equipment requirements.

Detailed project and equipment lists are attached which support the following allocation amounts:

Minor Capital Projects	\$845,162
Equipment	\$258,481
2022/23 Minor Capital Request	\$1,103,643

We would appreciate your consideration in funding this request amount, even though it exceeds your usual annual provisional budget amount of \$550,000.

Island Health's records indicate unspent ACRHD funding from prior years which could be applied to this year's capital request, and help to mitigate the burden.

**Major Capital Projects**

Island Health's ten-year capital plan includes the following major capital projects which fall within the ACRHD:

Project Name	Site/Location	Cost Estimate	Update
CT Scanner Replacement	WCGH	\$2,100,000	Requesting 40% ACRHD cost-sharing of \$840,000.
Human Resources Information System	Various Sites	\$6,000,000	Requesting ACRHD cost-sharing of \$96,000 (cost-shared by all RHDs).
Integrated Primary Care Centre	Ucluelet	TBD	Possible future project.
Tofino General Hospital Replacement	Tofino	TBD	Possible future project.

**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  
[viha.ca](http://viha.ca)

We appreciate ACRHD's significant contribution to Island Health's capital project and equipment requirements, and we look forward to our continued partnership in meeting those requirements.

Yours truly,

A handwritten signature in black ink that reads "Kevin Daniel". The signature is written in a cursive, slightly slanted style.

Kevin Daniel  
Manager, Capital Planning and Leasing, Central/North Island

**Attachments.**

cc: Shelley Gallant, Executive Director, Oceanside, Port Alberni / West Coast & HCC, Seniors & Access, Island Health  
Scott McCarten, Corporate Director, Capital Management and Finance Projects, Island Health  
Julie Wong, Manager, Capital Finance and Treasury, Island Health

**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

[viha.ca](http://viha.ca)

**Island Health 2022/23 Minor Capital Project List  
Alberni-Clayoquot Regional Hospital District**

Site	Portfolio	Project Name	Total Project Cost	Cash Flow					
				Prior Years	2022/23	2023/24	2024/25		
				Annual	Island Health	ACRHD			
<b>&gt;\$100K Projects</b>									
West Coast General Hospital	Facilities Management	Lenal card access system upgrades	\$166,950	-	\$166,950	\$100,170	\$66,780	-	-
<b>&gt;\$100K Projects Cost-Shared by All RHDs</b>									
Various Sites	Tech Services & Virtual Care	Migration to Microsoft Teams	\$579,199	-	\$579,199	\$569,932	\$9,267	-	-
Various Sites	Quality, Safety & Improvement	Document Management System	\$583,000	-	\$583,000	\$573,672	\$9,328	-	-
Various Sites	Tech Services & Virtual Care	Remote Patient Monitoring Procurement	\$205,000	-	\$205,000	\$201,720	\$3,280	-	-
Various Sites	Tech Services & Virtual Care	Access Migration to modern application solution	\$270,000	-	\$270,000	\$265,680	\$4,320	-	-
Various Sites	Tech Services & Virtual Care	Microsoft M365 Migration	\$986,707	-	\$986,707	\$970,920	\$15,787	-	-
		<b>Sub-Total</b>	<b>\$2,790,856</b>	<b>-</b>	<b>\$2,790,856</b>	<b>\$2,682,094</b>	<b>\$108,762</b>	<b>-</b>	<b>-</b>
<b>&lt;\$100K Projects</b>									
West Coast General Hospital	Clinical Logistics & Security	Staff Duress - Island Wide Standardization	\$80,000	-	\$80,000	\$48,000	\$32,000	-	-
West Coast General Hospital	Facilities Management	Elevator Renewal	\$1,180,000	-	\$1,180,000	\$708,000	\$472,000	-	-
West Coast General Hospital	Facilities Management	Chiller Heat Rejection Renewal	\$531,000	-	\$531,000	\$318,600	\$212,400	-	-
West Coast General Hospital	Oceanside/West Coast	Storage Project	\$50,000	-	\$50,000	\$30,000	\$20,000	-	-
		<b>Sub-Total</b>	<b>\$1,841,000</b>	<b>-</b>	<b>\$1,841,000</b>	<b>\$1,104,600</b>	<b>\$736,400</b>	<b>-</b>	<b>-</b>
		<b>Total</b>	<b>\$4,631,856</b>	<b>-</b>	<b>\$4,631,856</b>	<b>\$3,786,694</b>	<b>\$845,162</b>	<b>-</b>	<b>-</b>

Notes:

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

**ISLAND HEALTH**

**2022/23 RECOMMENDED APPROVED CAPITAL EQUIPMENT - ALBERNI CLAYOQUOT REGIONAL HOSPITAL DISTRICT**

<b>Control #</b>	<b>Capital #</b>	<b>Program</b>	<b>Site</b>	<b>Equipment Name</b>	<b>Qty</b>	<b>Budget</b>	<b>New / Replace</b>
<b>Equipment &gt;\$100,000</b>						<u>        </u>	<u>-</u>
<b>Equipment &lt; \$100,000</b>							
2021-4264	22-0050	Laboratory Services	Tofino General Hospital	Chem Platform - Water System	1	26,963	Replacement
2022-3794	22-0051	Port Alberni, West Coast	Tofino General Hospital	Hamilton Ventilator	1	43,140	New
2023-1163	22TG039	CI/NI Food Services	Tofino General Hospital	Condenser/Evaporator Walk-in Cooler	1	15,908	Replacement
2021-4263	22-0052	Laboratory Services	West Coast General Hospital	Chem Platform - Water System	1	26,963	Replacement
2021-4240	22-0053	Laboratory Services	West Coast General Hospital	Hematology Analyzer DxH800	2	132,032	Replacement
2022-3919	22-0054	Medical Imaging	West Coast General Hospital	BARCO Monitor replacement	1	43,140	Replacement
2022-4105	22-0055	Medical Imaging	West Coast General Hospital	BARCO Monitor replacement - WCGH Tech	1	26,963	Replacement
2021-3735	22-0056	Port Alberni, West Coast	West Coast General Hospital	ER Stretchers	1	10,785	Replacement
2020-3119	22-0057	Port Alberni, West Coast	West Coast General Hospital	Flexible intubation scope	1	38,826	Replacement
2020-3059	22-0058	Port Alberni, West Coast	West Coast General Hospital	Bariatric Stretcher	2	23,727	Replacement
2019-1928	22-0059	Port Alberni, West Coast	West Coast General Hospital	Blood Pressure Machines for Med/Surg	6	35,591	Replacement
2019-1925	22-0060	Port Alberni, West Coast	West Coast General Hospital	Specialty Mattresses for Med/surg	10	32,355	Replacement
2022-4122	22-0061	Port Alberni, West Coast	West Coast General Hospital	Bladder scanner	1	22,109	Replacement
4272	22-0062	Port Alberni, West Coast	West Coast General Hospital	Bilimeter for LDR	1	10,771	Replacement
4274	22-0063	Port Alberni, West Coast	West Coast General Hospital	Incubator with Bililights	1	22,064	Replacement
2020-3086	22-0064	Port Alberni, West Coast	West Coast General Hospital	Bariatric Morgue Stretcher	1	5,851	Replacement
2019-1937	22-0065	Port Alberni, West Coast	West Coast General Hospital	Trauma/storage carts for the ED	1	5,393	Replacement
2020-3082	22-0066	Port Alberni, West Coast	West Coast General Hospital	ICU i-STAT	1	11,864	Replacement
2021-3722	22-0067	Port Alberni, West Coast	West Coast General Hospital	Case cart - MDRD	1	93,694	Replacement
2023-1130	22WC038	CI/NI Food Services	West Coast General Hospital	Compressor for Walk-in Freezer	2	18,065	Replacement
<b>Total Equipment &lt; \$100,000</b>						<u>        </u>	<u>646,202</u>
<b>Total Equipment Approved</b>						<u>        </u>	<u>646,202</u>
<b>Total Possible Cost Sharing</b>						<u>        </u>	<u>258,481</u>



## REQUEST FOR DECISION

**To:** Regional Hospital District Board of Directors  
**From:** Teri Fong, CPA, CGA, Chief Financial Officer  
**Meeting Date:** March 9, 2022  
**Subject:** Annual Budget for Years 2022 to 2026

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### **Recommendation:**

***THAT the Alberni Clayoquot Regional Hospital District Board of Directors give first reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2022 to 2026 Annual Budget No. 133".***

***THAT the Alberni-Clayoquot Regional Hospital District Board of Directors call for a Special Hospital District Board of Directors meeting on Wednesday, March 23, 2022 immediately following the Regional District Board meeting in order to adopt the 2022-2026 Annual Budget.***

### **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 approximately \$95,000 at the end of 2021.

### ***Island Health annual equipment and project contributions***

Included earlier in the agenda is the letter from Island Health regarding the 2022/23 Capital Projects and Equipment plan. The letter includes a request for \$1,103,643 in funding this year for the ACRHD 40% share of capital projects. This request is double the normal request of \$550,000 however the request seems to fluctuate year to year based on Island Health's overall capital and equipment plan. Island Health staff has indicated that there may be unallocated funding from prior years that can be used to offset this increased request for 2022. Staff will confirm the unallocated amount prior to adoption of the budget on March 23, 2022 and will propose a budget amendment accordingly.

### ***Reserve fund contributions***

A reserve fund for the Tofino General Hospital (TGH) was implemented in 2020 as the TGH is beyond its useful life and will require replacement in the coming years. This investment will reduce the amount of borrowing required when the project is completed. The 2022-2026 budget indicates that the reserve will accumulate approximately \$7.5 million by the end of 2026 if the tax requisition continues to increase by 2% per year. Island Health officials have confirmed that whether the ACRHD Board accumulates cash or funds its share by debt does not affect the timing of the TGH construction.

### **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 following funding amounts have been committed to Island Health for projects but have not been distributed, as the projects are not complete:

Year	Amount
2017	\$272,528.16
2018	\$167,092.44
2019	\$225,872.50
2020	\$299,561.88
2021	\$243,210.69
WCGH Emergency Room Upgrade	\$1,680,917.72
<b>Total</b>	<b>\$2,889,183.39</b>

This outstanding amount is consistent with prior years and is not a concern of staff but instead just presented for information purposes.

**Strategic Priorities:**

The 2021-2024 ACRD Strategic Plan includes a Strategic Focus Area of ‘Management of New and Existing Infrastructure’ with specific Strategy 3.1 ‘Appropriate Capital Reserves’. This Focus Area applies to infrastructure owned by the ACRD which does not include the facilities funded under the Hospital District Act by the ACRHD. This is part of the consideration by the ACRD and ACRHD Boards in balancing the interests of the ‘one taxpayer’.

**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 2022 tax requisition is \$1,836,000 which is 2% higher than the prior year. The residential tax rate for 2022 is \$0.146 per \$1,000 of assessed value.

**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<sup>st</sup> 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.

**Options Considered:**

The draft Annual Budget has been prepared with a 2% increase from the prior year. Another option would be to keep the tax requisition equivalent to the prior year amount of \$1.8 million. The impact of reducing the requisition from \$1,836,000 to \$1,800,000 would be as follows:

Area	\$1.836 million Requisition	\$1.8 million Requisition	\$\$ Difference
Port Alberni	\$697,095	\$683,427	\$13,668
Tofino	\$305,725	\$299,730	\$5,995
Ucluelet	\$182,319	\$178,744	\$3,575
Yuułuʔiłʔatḥ	\$1,895	\$1,857	\$38
Huu-ay-aht	\$478	\$469	\$9
Uchucklesaht	\$56	\$55	\$1
Toquaht	-	-	-
Bamfield	\$46,013	\$45,111	\$902
Beaufort	\$31,949	\$31,322	\$627

<b>Area</b>	<b>\$1.836 million Requisition</b>	<b>\$1.8 million Requisition</b>	<b>\$\$ Difference</b>
<i>Long Beach</i>	\$69,160	\$67,804	\$1,356
<i>Sproat Lake</i>	\$275,045	\$269,652	\$5,393
<i>Beaver Creek</i>	\$119,386	\$117,045	\$2,341
<i>Cherry Creek</i>	\$106,880	\$104,784	\$2,096
<b>Totals</b>	<b>\$1,836,000</b>	<b>\$1,800,000</b>	<b>\$36,000</b>

If the Directors would like to reduce the requisition to \$1.8 million the following motion could be considered:

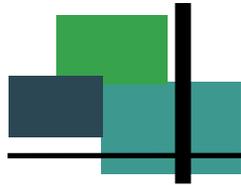
***That the Alberni-Clayoquot Regional Hospital District Board of Directors amend the 2022 to 2026 Annual Budget Bylaw No. 133 by reducing the tax requisition in years 2022 to 2026 to \$1,800,000 by offsetting the reserve fund contribution.***

Submitted by: Teri Fong  
Teri Fong, CPA, CGA, Chief Financial Officer

Reviewed by: Wendy Thomson  
Wendy Thomson, General Manager of Administrative Services

Approved by: Daniel Sailland  
Daniel Sailland, MBA, Chief Administrative Officer





**ALBERNI-CLAYOQUOT REGIONAL  
HOSPITAL DISTRICT**

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# 2022-2026 Financial Plan

Schedule 'A' of Bylaw No. 133  
Draft for First Reading  
on March 9, 2022



ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT  
 2022 TO 2026 ANNUAL BUDGET  
 SCHEDULE A - BYLAW NO. 133

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT	2021 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
<b>REVENUE</b>							
Surplus (deficit) from prior years	81,080	81,080	41,795	-	-	-	-
Tax requisition	1,800,000	1,800,000	1,836,000	1,872,720	1,910,174	1,948,378	1,987,345
Grants in lieu of taxes	16,367	7,000	7,000	7,000	7,000	7,000	7,000
Investment income & refunds	30,117	20,000	20,000	20,000	20,000	20,000	20,000
<b>TOTAL REVENUE</b>	<b>\$ 1,927,564</b>	<b>\$ 1,908,080</b>	<b>\$ 1,904,795</b>	<b>\$ 1,899,720</b>	<b>\$ 1,937,174</b>	<b>\$ 1,975,378</b>	<b>\$ 2,014,345</b>
<b>EXPENDITURES</b>							
Administration costs	\$ 25,000	\$ 25,000	\$ 40,000	\$ 40,800	\$ 41,616	\$ 42,448	\$ 43,297
Audit	-	-	4,500	4,590	4,682	4,775	4,871
Debenture - interest	102,888	112,000	19,000	5,000	1,000	1,000	-
Debenture - principal	336,845	351,000	29,000	16,000	6,000	6,000	-
Annual equipment grant	550,000	550,000	1,103,643	550,000	550,000	550,000	550,000
Reserve fund contribution	871,036	870,080	708,652	1,283,330	1,333,877	1,371,154	1,416,177
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,885,769</b>	<b>\$ 1,908,080</b>	<b>\$ 1,904,795</b>	<b>\$ 1,899,720</b>	<b>\$ 1,937,174</b>	<b>\$ 1,975,378</b>	<b>\$ 2,014,345</b>
<b>TOFINO GENERAL HOSPITAL RESERVE</b>							
Balance, beginning of year	\$ 358,148	\$ 358,148	\$ 1,229,184	\$ 1,949,736	\$ 3,252,466	\$ 4,615,743	\$ 6,026,697
Contribution from operating fund	870,080	870,080	708,652	1,283,330	1,333,877	1,371,154	1,416,177
Grants and other contributions	-	-	-	-	-	-	-
Interest earnings	956	5,900	11,900	19,400	29,400	39,800	50,500
<i>Less - capital expenditures</i>							
Tofino General Hospital	-	-	-	-	-	-	-
Total capital expenditures	-	-	-	-	-	-	-
<b>BALANCE, END OF YEAR</b>	<b>\$ 1,229,184</b>	<b>\$ 1,234,128</b>	<b>\$ 1,949,736</b>	<b>\$ 3,252,466</b>	<b>\$ 4,615,743</b>	<b>\$ 6,026,697</b>	<b>\$ 7,493,374</b>



**ALBERNI CLAYOQUOT REGIONAL HOSPITAL DISTRICT  
DEBENTURE DEBT BALANCE DECEMBER 31, 2021**

Issue	LA/CB	SI	Balance Dec 31, 2020	Payments & Actuarial Adj	Balance Dec 31, 2021	Maturity Date	2022 Debt Principal	2022 Interest
75	83/75/82	2001F	327,981.21	327,981.21	0.00	01 Dec 2021	0.00	0.00
77	75/82	2002S	200,417.25	200,417.25	0.00	01 Jun 2022	0.00	0.00
78	75	2002F	64,062.86	32,071.54	31,991.32	01 Dec 2022	13,275.47	9,876.74
79	75	2003S	65,708.24	23,917.97	41,790.27	03 Jun 2023	10,142.18	7,545.62
93	75/82	2005S	26,199.18	4,979.33	21,219.85	04 Jun 2025	5,106.30	952.00
<b>Total</b>			<b>\$ 684,368.74</b>	<b>\$ 589,367.30</b>	<b>\$ 95,001.44</b>		<b>\$ 28,523.95</b>	<b>\$ 18,374.36</b>

## Table of Partners Minutes

Wednesday, February 16, 2022 @ 9:30 am

Via Zoom on-line meeting

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**Participants:** Penny Cote (Chairperson), Marcie DeWitt (Coordinator), Anna Lewis, Christine Washington, Mariah Charleson, Julia Martin

**Regrets:** Curt Smecher, Deb Haggard, Rachele Cole, Mollie Law, Alisha Pauling, Debra Hamilton, Edward Johnson, Ellen Froot, Natasha Dumont, Sally Mole

**Guests:** Mary Catherine Williams – United Way BC (Central & Northern Vancouver Island), Lesley Wright – Literacy Alberni Society

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 9:37 am.

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

Introductions were conducted.

### 2. APPROVAL OF AGENDA & MINUTES

The Agenda for the February 16, 2022 meeting was approved with the addition of a late item regarding letters of support.

The Minutes of the January 19, 2022 meeting were approved.

### 3. BUILDING PROSPERITY IN THE ACRD, POVERTY REDUCTION ACTION PLAN

Marcie presented the Poverty Action Plan as included in the agenda package. Once the plan gets approved and adopted by the ACRD Board of Directors, it will be ready to be sent out and presented to other interested parties.

### 4. ACHN REPORTS

a. **Coordinator Update** - Marcie DeWitt reported on activities that she was involved in since our previous meeting as outlined in the agenda package.

Highlights:

- Final touches to the Poverty Reduction Action Plan
- Working on CBYF opportunity
- CFRC meeting and support
- Island Health communications and follow-up

b. **Letter of Support**

- PA CAT request for letter of support (copy in agenda package), approved by the Table of Partners, Marcie to send out.

- Mariah requested the pathway for requesting a letter of support on behalf of the PA Friendship Centre, regarding the housing situation on 4<sup>th</sup> Avenue. Marcie referred to the decision-making framework as a basis for supporting initiatives.
- c. **Contract Process Review**  
Deferred to next meeting

## 5. **ACHN UPDATES**

- a. **Poverty Reduction**
  - Final report highlighted in agenda item #3.
- b. **Communities Building Youth Futures**
  - Initial site visit brought together 40 youth workers in the region to look at the opportunity and collective impact
  - Received \$20,000 to do the initial work with an additional \$195,000 available for coordinators and admin staff to build a collaboration structure
  - Next step would be to meet further and discuss proposals and build on what is happening
  - Marcie will distribute one more time to ToP with site meeting minutes for final approval from the table to proceed

## 6. **INFORMATION ITEMS**

Chris – dealing with staffing issues over COVID. In process of hiring a new School District Superintendent.

Anna – woodstove exchange program is confirmed to be moving ahead now that all agreements have been received. Waste reduction in the Valley, to date, 600 tons of organic material has been diverted. Agriculture is gearing up. Food Hub is revising their strategic plan. Seedy Saturday at Char's landing in March.

Mary Catherine – United Way BC – amalgamation of 4 United Way sub-areas last year into United Way BC – still Central-North Vancouver Island region. Funds raised in this region will stay in the region. Will be partner grants this year but looking for more impact-focused initiatives. It looks like child and youth mental health will be the focus this year? There will be an Indigenous grant stream and a regular grant stream as well this year. "Period Promise" campaign is happening this year in May and June. "I Volunteer" is a volunteer engagement platform that will be a new program this year.

Lesley – Literacy Alberni – Tutoring programs have continued to function through the pandemic, and we are just starting to open more 1 on 1 tutoring. This week we are welcoming classes back onto the premises. Digital literacy class is ongoing. Working with AV Pride on "You Are Welcome Here" and "Hate Has No Home Here" safe places initiative. [reportalberni.ca](http://reportalberni.ca) is a new portal to report incidents of hate or race-based acts and request support. Bystander intervention training to give people the tools to respond. Poster and link on training (via Zoom) will be sent out with room for 80 participants.

Mariah – meeting with task force regarding 4<sup>th</sup> Avenue housing crisis. BC Housing is onboard and will provide operating funds, will be inserting washroom/shower pods. Friendship Centre is willing to do a fundraising campaign. City of Port Alberni seeking government funding. Working on BC and NTC working table to discuss Provincial issues.

Penny – Regional District is going through the annual budget process. Recent housing assessments are concerning and will be a topic at AVICC and UBCM.

Marcie – BC Transit implementation has been delayed another 4 months. Now aiming for a January 2023 implementation date – challenges with getting buses for the west coast.

## **7. MEETING ADJORNED**

The meeting adjourned at 11:31 am.

The next meeting of the Table of Partners will be held Wednesday, March 16th at 9:30 am.

DRAFT