



Hospital District Board of Directors Meeting Wednesday, December 14, 2022

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

Regular Agenda

Watch the meeting live at <https://www.acrd.bc.ca/events/14-12-2022/>

Register to participate via Zoom Webinar at:

https://portalberni.zoom.us/webinar/register/WN_2cZb_XvCQ3COSHc_EjHz5A

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|---|---------------|
| 1. <u>CALL TO ORDER</u>
<i>(immediately following the ACRD Board Meeting)</i> | |
| Recognition of Territories. | |
| Notice to attendees and delegates that this meeting is being recorded and
livestreamed to YouTube on the Regional District Website. | |
| 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 9, 2022 | 4-7 |
| <i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of
Directors held on November 9, 2022 be adopted.</i> | |
| 4. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10-minute maximum)</u> | |
| 5. <u>CORRESPONDENCE FOR ACTION</u> | |
| 6. <u>CORRESPONDENCE FOR INFORMATION</u> | |
| a. ISLAND HEALTH | 8-9 |
| Dave Boychuk, New Executive Director, Capital Management, Finance
Projects & Public Private Partnerships Effective November 28, 2022 | |

THAT this correspondence be received for information.

7. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision**
2023 Provisional Budget

10-13

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give first reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2023 to 2027 Provisional Budget No. 134”.

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give second reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2023 to 2027 Provisional Budget No. 134”.

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give third reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2023 to 2027 Provisional Budget No. 134”.

THAT the Alberni Clayoquot Regional Hospital District Board of Directors adopt the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2023 to 2027 Provisional Budget No. 134”.

8. REPORTS

- a. Bamfield Health Centre – B. Beckett
- b. West Coast Native Health Care Society – P. Cote
- c. Tofino General Hospital – West Coast Directors
- d. Alberni-Clayoquot Health Network – P. Cote
- e. West Coast General Hospital – Alberni Valley Directors
- f. Other Reports

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

9. UNFINISHED BUSINESS

10. LATE BUSINESS

11. 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

12. ADJOURN



Alberni-Clayoquot Regional Hospital District

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

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

DIRECTORS

Debbie Haggard, Chairperson, Councillor, City of Port Alberni

PRESENT:

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

Bob Beckett, Director, Electoral Area "A" (Bamfield)

Fred Boyko, Director, Electoral Area "B" (Beaufort)

Vaida Siga, Director, Electoral Area "C" (Long Beach)

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

Susan Roth, Director, Electoral Area "E" (Beaver Creek)

Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)

Sharie Minions, Mayor, City of Port Alberni

Marilyn McEwen, Mayor, District of Ucluelet

Tom Stere, Councillor, District of Tofino

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Councillor, Toquaht Nation

REGRETS:

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

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

Charlie Starratt, Regional Fire Services Manager

Paulo Eichelberger, Solid Waste Manager

Michael McGregor, Lands and Resources Coordinator

Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/9-11-2022/>

1. CALL TO ORDER

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

The Chairperson recognized this meeting is being held throughout the Nuuchahnulth territories.

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

2. APPROVAL OF AGENDA

MOVED: Director Jack
SECONDED: Director Minions

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Board of Directors – October 13, 2022

MOVED: Director Sparrow
SECONDED: Director Cote

THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on October 13, 2022 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION

a. Correspondence October 26, 2022 from Alberni-Clayoquot Health Network regarding 2023 Table of Partners Recruitment.

MOVED: Director Jack
SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors appoint Director Cote to the Alberni-Clayoquot Health Network Table of Partners for 2023.

MOVED: Director Jack
SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors appoint Director Siga to the Alberni-Clayoquot Health Network Table of Partners for 2023.

CARRIED

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

Director Cote reported the 40-unit low-cost housing project at Rainbow Gardens is now accepting applications from individuals 55 and up. The facility will be opening very soon.

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

Director Stere reported on his recent meeting with the new Site Director at Tofino General Hospital.

- e. **Alberni-Clayoquot Health Network – P. Cote**
 - **October 19, 2022 Draft Minutes**

Director Cote reported the Network is currently recruiting new members to their Table of Partners. Their next meeting is on November 16th.

f. **West Coast General Hospital – Alberni Valley Directors – No Reports**

g. **Other Reports**

Director Jack reported the Huu-ay-aht First Nation held a grand opening yesterday for their Oomiiqsu (Aboriginal Mother Centre).

MOVED: Director Boyko

SECONDED: Director McEwen

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. 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.

12. **ADJOURN**

MOVED: Director Johnsen

SECONDED: Director Sparrow

THAT this meeting be adjourned at 3:21 pm.

CARRIED

Certified Correct:

Debbie Haggard,
Chairperson

Wendy Thomson,
General Manager of Administrative Services

From: Salvail, Linda <Linda.Salvail@islandhealth.ca> **On Behalf Of** Kerrone, Kim
Sent: November 21, 2022 2:28 PM
Subject: Announcement from the Office of the VP Support Services & CFO

[CAUTION] This email originated from outside of the ACRD

memorandum



The following has been sent on behalf of Kim Kerrone, Vice President, Support Services and CFO.

November 21, 2022

I am pleased to announce that Dave Boychuk will be joining Island Health as Executive Director, Capital Management, Finance Projects & Public Private Partnerships effective November 28, 2022.

Dave is a Chartered Professional Accountant and brings over a decade of extensive knowledge and experience in leading finance and operations. He has strong expertise working with the public sector governance and has been successful in providing leadership and oversight for many major health programs for Crown Corporations and Ministry of Finance within BC.

Having grown up in the Yukon, Dave has lived on Vancouver Island for 25 years. He enjoys Island life and can usually be found surfing, cycling or snowboarding with his son, and generally exploring the outdoors. Dave is grateful to the Pacheedaht, Nu-Chah-Nulth, K'omox, and Lekwungen-speaking people on whose territory he lives, works, learns, and plays.

I would like to take this opportunity to say thank you to Diane Mackay for her hard work in managing/leading this team during our transition.

Kim Kerrone

Vice President, Support Service & CFO

Linda Salvail | Executive Assistant to
Kim Kerrone, Vice President - Support Services & Chief Financial Officer
Jeremy Bruce, Executive Director, Budgets and Financial Analysis
Diane MacKay, a/Executive Director, Capital Management & Finance Project
James Watson, Executive Director, Care Sustainability
Phone: 250-519-1861 | email: linda.salvail@islandhealth.ca
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REQUEST FOR DECISION

To: Regional Hospital District Board of Directors

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

Meeting Date: December 14, 2022

Subject: 2023 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 2023 to 2027 Provisional Budget No. 134".

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give second reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2023 to 2027 Provisional Budget No. 134".

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give third reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2023 to 2027 Provisional Budget No. 134".

THAT the Alberni Clayoquot Regional Hospital District Board of Directors adopt the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2023 to 2027 Provisional Budget No. 134".

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 2023 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 \$42,000 at the end of 2022. The WCGH debt will be paid in full during the year 2025.

The 2023 to 2027 Provisional Budget continues to build a reserve for the Tofino General Hospital (TGH) project. 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 and the building of a reserve fund for the construction will reduce the amount of borrowing required when the project is completed.

A flat tax requisition of \$1.8 million over the next five years has been drafted with excess funds being allocated into the TGH reserve fund. Staff recommend that the Provisional Budget be adopted with a 0% tax requisition increase and that any increases or reductions in the requisition be considered during the development of the Annual Budget in February

and March as 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. In 2022 a budget amendment was required as there were \$936,000 of major capital projects that were requested by Island Health but misunderstood and missed by ACRD staff in development of the 2022-2026 Annual Budget. As a result, the plan was amended by Bylaw No. 133-1 to include \$468,000 in both 2022 and 2023 to support these projects being completed. The two projects were as follows:

1. CT Scanner Replacement at WCGH – ACRHD share \$840,000
2. Human Resources Information System - cost shared with all Island Health RHD's. ACRHD share \$96,000.

As a result the second half of the funding required, or \$468,000, for major capital project contributions to Island Health has been included in the 2023 portion of the provisional budget.

In addition, the draft 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 2023 explaining their plan in the Region. This letter will be presented as part of the Annual Budget process.

Time Requirements – Staff & Elected Officials:

Approximately 20-30 staff hours are required to develop the provisional budget, annual budget and discuss current as well as upcoming projects with Island Health. This time requirement fluctuates from year to year depending on the nature and number of projects occurring in the ACRD region by 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 2023 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
Teri Fong, CPA, CGA, Chief Financial Officer

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



**ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT
2023 TO 2027 PROVISIONAL BUDGET
SCHEDULE A - BYLAW NO. 134**

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
REVENUE						
Surplus (deficit) from prior years	41,795	-	-	-	-	-
Tax requisition	1,836,000	1,836,000	1,836,000	1,836,000	1,836,000	1,836,000
Grants in lieu of taxes	7,000	7,000	7,000	7,000	7,000	7,000
Investment income & refunds	20,000	20,000	20,000	20,000	20,000	20,000
TOTAL REVENUE	\$ 1,904,795	\$ 1,863,000	\$ 1,863,000	\$ 1,863,000	\$ 1,863,000	\$ 1,863,000
EXPENDITURES						
Administration costs	\$ 40,000	\$ 40,000	\$ 40,800	\$ 41,616	\$ 42,448	\$ 43,297
Audit	4,500	5,500	5,750	6,000	6,250	6,375
Debenture - interest	19,000	5,000	1,000	1,000	-	-
Debenture - principal	29,000	16,000	6,000	6,000	-	-
Annual equipment grant	1,103,643	550,000	550,000	550,000	550,000	550,000
Major capital project contributions	468,000	468,000	-	-	-	-
Reserve fund contribution	240,652	778,500	1,259,450	1,258,384	1,264,302	1,263,328
TOTAL EXPENDITURES	\$ 1,904,795	\$ 1,863,000	\$ 1,863,000	\$ 1,863,000	\$ 1,863,000	\$ 1,863,000

TOFINO GENERAL HOSPITAL RESERVE	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Balance, beginning of year	\$ 1,229,184	\$ 1,479,936	\$ 2,272,436	\$ 3,553,686	\$ 4,843,470	\$ 6,148,872
Contribution from operating fund	240,652	778,500	1,259,450	1,258,384	1,264,302	1,263,328
Grants and other contributions	-	-	-	-	-	-
Interest earnings	10,100	14,000	21,800	31,400	41,100	50,900
<i>Less - capital expenditures</i>						
Tofino General Hospital	-	-	-	-	-	-
Total capital expenditures	-	-	-	-	-	-
BALANCE, END OF YEAR	\$ 1,479,936	\$ 2,272,436	\$ 3,553,686	\$ 4,843,470	\$ 6,148,872	\$ 7,463,099